

**VOLUNTEER JOB DESCRIPTION  
AND CODE OF CONDUCT**

**DALLAS SCHOOL DISTRICT #2**  
Dallas, Oregon 97338

**RESPONSIBILITIES:**

1. I will perform duties as assigned by my immediate supervisor.
2. I will assist in student supervision during assigned activities.
3. I will report any safety hazards to my immediate supervisor.
4. I will respect district property.
5. I will maintain my schedule of volunteering as set by my immediate supervisor.
6. I will assist the school and the district in its academic mission.
7. I will communicate on a regular basis with my immediate supervisor, accepting duties as assigned.
8. I will establish a positive working relationship with building staff and patrons of the district.
9. I will not serve in a supervisory or instructional role during regular classroom hours, unless I am under the guidance and supervision of licensed personnel.
10. I will be a positive role model for students and uphold the highest ethical standards of conduct.
11. I will not use unreasonable physical force against students, fellow employees or volunteers, or visitors to the school.
12. I will not use violent or destructive behavior on school premises or at any district sponsored activity.
13. I will not engage in any sexual conduct or contact with students.
14. I will not appear on duty or at any district sponsored activity while under the influence of alcohol or any controlled substance.
15. I will not use the district's or the school's name, property, or resources for non-educational benefits without approval from the superintendent of schools.
16. I will respect the confidentiality of all information and activities related to students and other personnel of the district.
17. I will resign if convicted of any crime listed in ORS 342.143, or attempt to commit crimes, or if convicted in another jurisdiction the substantial equivalent of such crimes.
18. I understand that failure on my part to abide any part of the "Volunteer Job Description and Code of Conduct" will result in termination of my volunteer relationship with Dallas School District #2.

**I have read and will abide by volunteer policies, IICC & IICC-AR on reverse side along with the "Volunteer Job Description" and "Code of Conduct".**

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Volunteer Signature

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Date

## **Policy ICC Volunteers**

Adopted 12/12/05

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

The School Board shall require Oregon Criminal records checks for individuals authorized as volunteers for the District.

Nonexempt employees may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services as the employee's regularly assigned duties.

The administration is responsible for the recruitment, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

## **ICC-AR Volunteers**

Adopted 12/12/05

The School Board believes that volunteers can be a valuable resource for curricular, co-curricular activities, programs and athletics. The health and safety of students are to be fully protected and the integrity of programs be safeguarded in the utilization of volunteers.

### **General Guidelines**

1. Volunteers be limited in assignment to areas of demonstrated knowledge and skills.
2. Guidelines for service be developed so that volunteers will clearly understand the parameters of service.
3. Volunteers sign an Agreement for Volunteer Service, Criminal History Verification form and a Volunteer Job Description and Code of Conduct, which indicates an acceptance of the guidelines of service, at the time of appointment.

## **ICC-AR cont.**

4. The District shall provide Workman's Comp. Ins. Coverage for all approved volunteers during the time of service.

5. A volunteer under this policy, shall not serve in a supervising or an instructional role during usual classroom hours unless under the guidance of licensed personnel. However, he/she could be employed in a regular classified job.

6. A volunteer may be terminated from service whenever it is deemed to be in the best interest if the District.

### **Screening**

The process of determining the suitability of a volunteer will include the following:

1. A criminal records check.
2. Completion of an interview designed to match skills with district needs.

### **Nonexempt Employee Volunteers**

Nonexempt district employees may not volunteer to perform services on behalf of the district unless they are considered "bona fide volunteers." An employee is a bona fide volunteer if:

1. The employee's services are offered freely and without pressure or coercion, direct or implied, from the district; and
2. The employee does not engage in the same or similar type of volunteer services as he/she performs in his/her regular job.

As provided by law, nonexempt employees will not be permitted to volunteer to perform their regular work duties or the same type of duties off the clock and without compensation. The requirements of the Fair Labor Standards Act (FLSA) cannot be waived by the employee or the district. Nonexempt employees who volunteer to perform services for the district will be required to complete the district's Volunteer Agreement form verifying that they are volunteering to perform services and such services are not performed in the course of their regular employment.