



## IJOC SCHOOL VOLUNTEERS

Sunrise School Division values the volunteers who support our schools. School administration are responsible for selecting volunteers to be used in a school.

Each volunteer must be a responsible person working under the direct supervision of a teacher designated by the principal. Volunteers will be expected to sign and adhere to the divisional "Pledge of Confidentiality."

Some typical duties performed by school volunteers may include:

- Assisting the teacher in making charts, graphs and other teaching aids
- Assisting the teacher in large group activities
- Working with small groups or individual children (e.g., listening to reading, conducting drills, etc.)
- Reading stories to small groups of children or individuals
- Contributing to enrichment activities by using special talents and abilities (e.g., art, music, etc.)
- Assisting the teacher with supervision on field and short trips
- Assisting children upon arrival to school and in preparation for dismissal
- Assisting the teacher in classroom "housekeeping" (i.e., bulletin boards, blackboards, etc.)
- Filing and cataloging materials
- Providing clerical assistance (e.g., duplicating materials, typing/wordprocessing, keeping records, etc.)
- Assisting with playground activities
- Assisting with hall, lunch room and classroom supervision
- Other related duties that may arise from time to time, as requested by the principal

See also GBJC Security Checks.

<b>Cross Reference:</b>		
<b>Date Adopted:</b> August 1, 2017	<b>Date Amended:</b>	<b>Board Motion(s):</b>