

VOLUNTEER ASSISTANCE

Duties of Volunteers

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks that, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code [45343](#), [45344](#), [45349](#))

(cf. [4222](#) - Teacher Aides/Paraprofessionals)

(cf. [5148](#) - Child Care and Development)

(cf. [5148.2](#) - Before/After School Programs)

Volunteers may supervise students during lunch and/or breakfast periods or may serve as non-teaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work that assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code [35021](#), [44814](#), [44815](#))

Volunteers may work on short-term facilities projects pursuant to Governing Board policy and administrative regulation.

Qualifications

Volunteers providing supervision or instruction of students pursuant to Education Code [45349](#) shall give evidence of basic skills proficiency. (Education Code [45344.5](#), [45349](#))

Any volunteer working with students in a District-sponsored student activity program shall obtain an Activity Supervisor Clearance Certificate or criminal background check in accordance with Board policy. The Superintendent or designee shall determine which volunteer positions in the District are subject to this requirement.

(cf. [4212.5](#) - Criminal Background Check)

"Student activity programs" include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. This requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code [35021](#), including parents/guardians volunteering in a classroom or on a field trip or community

(cf. [4127/4227/4327](#) - Temporary Athletic Team Coaches)

(cf. [6145](#) - Extracurricular and Co-curricular Activities)

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The Superintendent or designee shall not assign any person required to register as a sex offender pursuant to Penal Code [290](#) as a volunteer who assists certificated personnel in the performance of their duties; supervises students during lunch, breakfast, or other nutritional period; or serves as a nonteaching aide to perform non-instructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code [35021](#), [45349](#); Penal Code [290.95](#))

(cf. [3515.5](#) - Sex Offender Notification)

The Superintendent or designee may require all volunteers to disclose their status as a registered sex offender and/or provide the District with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law web site.

No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who skin test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code [49406](#). (Education Code [45106](#), [45347](#), [45349](#), [49406](#))

The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code [49406](#))

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and must be approved in advance by the Superintendent or his designee. The Superintendent or designee shall also approve projects in advance if they involve the following types of work:

1. Alterations, additions or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet
7. Installation of playground equipment and benches
8. Installation of sprinkler systems
9. Paving
10. Installation of marquees and signs
11. Tree planting, pruning or removal

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The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The District shall provide on-site assistance and supervision for such projects as necessary. Projects shall be inspected upon completion to ensure that the work was done satisfactorily.

- (cf. [3514](#) - Environmental Safety)
- (cf. [3514.1](#) - Hazardous Substances)
- (cf. [7111](#) - Evaluating Existing Buildings)
- (cf. [7140](#) - Architectural and Engineering Services)

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