

ECSD Volunteer Information

We want to thank you in advance for your interest in volunteering in the Evansville Community School District. The teachers, students and staff greatly appreciate the time you are willing to share through your volunteer work here. You will be a significant addition to the educational experience of our students.

Where You May Volunteer:

- Levi Leonard Elementary School (LLE)
- Theodore Robinson Intermediate School (TRIS)
- J.C. McKenna Middle School (JCM)
- Evansville High School (EHS)

Volunteer Opportunities:

- Assist in the Library Media Center (LMC)
- Chaperone field trips, dances, etc
- Help children by reviewing skills, concepts taught (vocabulary flash card drill, review mathematic facts, letter formation/handwriting skills)
- Assist teachers in preparation of bulletin boards and/or duplicating instructional materials for classroom use
- Teach a craft or hobby, talk about your occupation, share cultural and ethnic background and experiences
- Help with clerical needs in the school office
- Assemble distributions
- Assist in the computer lab
- Assist in the lunchroom and/or on the playground
- Complete projects at home for school use
- Other

Volunteer Procedures:

Volunteering in a school is an experience and a privilege for both the school and the volunteer. It is designed to promote and maintain a supportive relationship for the students, teachers and school staff.

Please help us to keep our programs running smoothly by following these guidelines:

- Sign in at the office when you arrive at school
- Wear your volunteer button or name tag
- Sign out at the office when you leave

Volunteer Expectations:

- Respect confidentiality of students and school personnel
- Follow the guidelines established by the school such as dress code, hours of work, adult behavior, values and all regulations, rules and policies stated for school employees and volunteers
- Use reasonable judgment working with students

- Be considerate, respect competencies and work as a member of the team with the staff and students. Realize that you do not have instructional, evaluation, decision-making or teaching responsibilities for students, but are encouraged to enrich and extend learning opportunities for students and promote educational excellence for the school system

The Effective Volunteer:

- Focuses on helping students and staff
- Is discreet, sincere, dedicated and punctual
- Recognizes the individuality of each student
- Respects the teacher or staff member's ultimate responsibility for the health, welfare and education of each student
- Cooperates, coordinates and communicates continually with school administrators, faculty members and staff
- Provides the teacher or staff member with the satisfaction of knowing that the student's needs are being met and that quality education is being promoted, extended and enriched
- Receives the sincere gratitude of the total school community

Guidelines for Working With Children:

- Encourage children to do their own thinking
- Give students plenty of time to answer
- Accept children as they are. You must not feel responsible for judging children's abilities, progress or behaviors
- Respect children's privacy
- Help build students' self-confidence and keep a positive attitude. Remember, effort and attentiveness can be as important as performance

Teachers and School Staff Will:

- Provide specific instructions to the volunteer
- Provide space for the volunteer to do their work
- Provide necessary materials and equipment
- Communicate with the volunteer as needed
- Provide advance notice when special events interfere with the volunteer time

What a Teacher Can Expect From Volunteers:

Confidentiality: When volunteering, please remember that the behaviors and abilities of students, teachers and staff are never appropriate topics for discussions outside of school. Respect confidentiality of students and school personnel. Be alert to the need for confidentiality.

Dependability: The staff you work with will depend upon you to be present at your scheduled time. Their tasks are planned with your help in mind. The students will look forward to you coming to their class. Therefore, if you will be late to your volunteer assignment or if you are not able to volunteer on a particular day, please notify the school office immediately and leave a message for the staff member.