



JEFFCO PUBLIC SCHOOLS

Volunteer Guide

Dear Volunteer,

Thank you for your interest in volunteering with Jeffco Public Schools. Each year, thousands of people unite to give the precious gift of their time, knowledge, skills, and expertise to ensure our students get a great education. Jeffco Public Schools could never achieve its mission without the strong support of the community and committed volunteers like you.

We hope you find your volunteer time to be fulfilling and your experience with us to be a rewarding one. The following information includes details about our organization and the roles and responsibilities of our volunteers. If you have any questions, please feel free to contact Communication Services at 303.982.6808.

Welcome to Jeffco Public Schools!

Sincerely,

Dr. Jason Glass,
Superintendent



What is a Volunteer?

Volunteer is defined as “a person who freely offers to take part in an enterprise or undertake a task.” At Jeffco Public Schools, we believe our volunteers are so much more than that. By giving time, our volunteers are able to share their knowledge and make an impact on the academic lives of our students and the greater community. Often, it is the experience with that “one person” that can make a lasting impact on a young person.

What are the responsibilities of a volunteer?

- Express a positive and supportive attitude.
- Be dependable - be ready to work on time every day you are expected.
- Maintain confidentiality.
- Communicate with school personnel regarding your work, schedule, issues, and ideas.
- Remember you are there in support of the school, its students, and staff.
- Dress appropriately for a school setting.
- Receive and implement instructions and constructive feedback as it relates to your assignment.
- Report any suspected child neglect/abuse.

What should I expect as a volunteer?

- To be challenged with helping students succeed.
- To be rewarded by student successes as a result of your volunteer efforts.
- Receive any necessary training for your volunteer position.
- Be a part of the school team.
- Have fun!

Volunteer Opportunities

District Level

For more information about the committees below, visit the [District Advisory Committees webpage](#).

- Advisory committees
- Audit Committee
- Capital Asset Advisory Committee
- Community Diversity Advisory Council
- District Accountability Committee and subcommittees
- Financial Oversight Committee
- Indian Education Parent Advisory Committee
- Strategic Planning Advisory Committee
- Technology and Data Privacy Advisory Committee

Elementary School Level

- Classrooms – art, music, PE
- Classrooms – grade levels
- Front office assistance
- Hearing/vision screening
- Library/computer lab
- Reading groups
- School advisory committees: Partners in Education (PIE), School Accountability Committee (SAC)
- School-based events such as field day, science fairs, art shows
- Watch DOGs (*for Dads*)

Middle and High School Level

- Academic clubs
- After prom
- Arts activities
- Booster clubs
- School fundraisers
- Social activities
- Sports activities
- Student registration
- Watch DOGs (*for Dads, middle school only*)



How to Volunteer

If you are interested in volunteering at a specific Jeffco school, visit that [school's website](#) or contact the main office to inquire about their specific volunteer needs and procedures. Volunteering needs and processes vary from school to school. Jeffco schools make their own decisions about volunteers and processes they use to bring volunteers on board.

Depending on the type of volunteering you are interested in, you *may* be required to review, complete, and/or provide the following:

- Confidentiality agreement
- District-based criminal background check
- Driver's license
- Fingerprint submission run through CBI background check
- Professional responsibilities, FERPA, and worker's compensation waiver
- Some schools use the Raptor visitor management system to check backgrounds

Please note: the school may or may not cover the costs involved in their preferred process.

Volunteer Checklist - Questions to Ask

Here are some things to consider to prepare for volunteering at a Jeffco school:

- What sort of volunteer opportunities does your school have?
- What options do I have for when I can volunteer - Days? Times? How often?
- Is there a screening process for volunteers at your school?
- Is there a volunteer training I need to attend?
- What are the safety procedures at your school? Do I need to sign in? Will I have to participate in drills? What do I do if there is a [real emergency](#)?
- Who do I contact if I have a question or issue about or during my time volunteering?
- What is the [contact information](#) of the school where I will be volunteering?



www.jeffcopublicschools.org