

MERIDIAN SCHOOL DISTRICT

JOB DESCRIPTION

VOLUNTEER COORDINATOR

JOB SUMMARY

Depending upon individual assignment the Volunteer Coordinator may perform all or a combination of the following duties.

Employees may be transferred or reassigned to other Volunteer Coordinator positions or locations, depending upon the needs of the district. This position is represented by the Meridian Classified Employees Association (MCEA) and is in the Paraeducator classification.

MINIMUM QUALIFICATIONS

Education and Experience

High school graduation or equivalent, experience working with school-aged children and a passing score on district basic skills test. Tutorial experience desirable; demonstrated proficiency in designated academic subjects preferred in some positions.

Licenses and Special Requirements

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; depending on assignment, valid Washington State driver's license, district Type 2 drivers certificate, CPR & first aid cards may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Recruits & gathers information regarding volunteers.
2. Trains and instructs volunteers.
3. Coordinates all volunteer activities.
4. Tutors students.
5. Monitors student behavior in classrooms, playground, halls, at lunch or breaks, and at other sites as assigned to promote safe and appropriate student behavior. Models appropriate behavior. Corrects behaviors and maintains discipline according to established policies and procedures. Instructs students in behavioral rules and codes for student safety, socialization and individual growth.
6. Assists students with academic growth. Listens to student confidences and refers problems to teacher, counselors, specialists or administrators as appropriate.
7. Establishes and maintains effective communication with students, staff, parents and the public, for student progress and safety and community relations.
8. Provides first aid to injured or ill students as appropriate.
9. Prepares, processes, duplicates, collates and distributes materials; operates a variety of office equipment.
10. Serves as a member of staff committees as related to volunteers.
11. Respects confidentiality of information.
12. Performs other duties as assigned by the employer.

CONDITIONS

The preceding list of essential duties and responsibilities is not exhaustive and may be supplemented as necessary.

MENTAL DEMANDS

Requires ability to read and write sufficiently to follow written instructions, understand classroom instructional materials, complete written reports, records, etc.; requires basic math skills; experience frequent interruptions; requires dealing with a wide range of student behaviors and academic abilities, or with a wide range of physical or emotional disabilities; requires patience and understanding when working in a tutorial situation/environment; may be required to calm distraught, angry or hostile students; requires adaptability and flexibility to different student learning and behavioral styles and abilities; requires cooperation and ability to work as a team member; requires organizational skills.

PHYSICAL DEMANDS

Requires mobility (standing, walking, etc.); requires twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to ground; requires good visual and hearing ability. May require prolonged standing, sitting bending (stooping); may be required to transport students and families in emergency situations. Must be able to travel from location to location to accomplish tasks.

The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) David Forsythe, Assistant Superintendent, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Dr. Carolyn Jenkins at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.

The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.