

Rocksprings ISD



Job Title: Parent Volunteer

Reports to: Principal and Teacher(s) Assigned

Dept./School: Campus

Date Revised: September 2010

Primary Purpose:

Provide instructional support services. Assist office staff in preparation of classroom activities. Work under direct supervision of teacher.

Qualifications:

Education/Certification:

Not Specified

Special Knowledge/Skills:

Ability to work well with children

Effective communication and interpersonal skills

Experience:

Some experience working with children

Major Responsibilities and Duties:

Instructional Support

1. Assist teachers in preparing instructional materials and classroom displays.
2. Help maintain neat and orderly classroom.
3. Help with inventory, care, and maintenance of equipment.

Instructional Support

1. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.

Supervisory Responsibilities:

None.

Equipment Used:

Copier, personal computer, typewriter, and audiovisual equipment.

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Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by Administrator _____ Date _____

Reviewed by Teacher _____ Date _____

Reviewed by Volunteer _____ Date _____