

WEST FARGO PUBLIC SCHOOLS

POSITION DESCRIPTION – VOLUNTEER POSITIONS

Position Title: Picture Day Volunteer

Department: Elementary Schools

Reports To: Elementary Principal

Date of last review: November 1, 2018

Duties:

- Assist in the organization of students for the picture taking process
- Help students prepare for their pictures-(for example, combing hair) in the presence of the classroom teacher

Risk Level: **Low**

West Fargo Public Schools Policy on Volunteer Positions Risk Levels

Volunteer positions will be classified and background checked according to the degree of risk present.

Low Risk: Volunteer activity is performed entirely under direct supervision of district staff members and/or volunteer activity is not performed in the presence of students. No potential exists for volunteer to be alone with student(s) at any time.

...or...

Volunteer activity is performed under direct supervision of district staff members and/or volunteer has very limited contact or presence around students. Volunteer may interact with students individually or in a group setting, but always remains in line-of-sight proximity of district staff member(s).

Moderate risk position: Volunteer activity is performed in the presence of students and interacting with students, and there is some potential or opportunity for unsupervised contact with students. District staff are present at most of the time.

High risk position: Volunteer activity is performed primarily through interaction with students, and there is significant opportunity for unsupervised contact with students. OR volunteer works with a vulnerable student population (very young or students with disabilities) and volunteer has at least some potential for unsupervised contact with these students.