

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

**Community Relations  
VOLUNTEER ASSISTANCE**

Duties of Volunteers

The County Superintendent or designee may assign volunteers to:

1. Assist certificated personnel in the performance of their duties, including in the supervision of students and in the performance of instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher.
2. Serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities.
3. Supervise students during lunch, breakfast, or other nutritional periods.
4. Work on short-term facilities projects pursuant to the section below entitled "Volunteer Facilities Projects".
5. Perform other duties in support of County Superintendent or school operations as approved by the County Superintendent or designee

Volunteers shall not be authorized to assign grades to students, and shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off.

Basic Skills Proficiency Requirement

Volunteers who supervise or provide instruction to students shall submit evidence of basic skills proficiency to the County Superintendent or designee.

Criminal Background Check

Prior to assuming a volunteer position working with students in a student activity program conducted or sponsored by the County Superintendent, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. At his/her discretion, the volunteer may choose to meet this requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. (Education Code 49024)

The County Superintendent or designee shall determine which volunteer positions are subject to the above requirement.

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The criminal background check requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel, including parents/guardians volunteering in a classroom or on a field trip or community members providing noninstructional services. (Education Code 49024.)

Registered Sex Offenders

The County Superintendent or designee may require all volunteers to disclose whether they are a registered sex offender and/or to provide the County Superintendent or designee with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law web site.

The County Superintendent or designee may grant a registered sex offender, who is not the parent/guardian of a student at the school, permission to come into a school building or upon school grounds to volunteer at the school. At least 14 days prior to the first date for which permission has been granted, the County Superintendent or designee shall notify the parent/guardian of each student at the school, using one of the methods specified in Education Code 48981, that a person who is required to register as a sex offender pursuant to Penal Code 290 has been granted permission to come into a school building or upon school grounds, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency. (Penal Code 626.81.)

However, no person who is required to register as a sex offender pursuant to Penal Code 290 shall be assigned as a volunteer to assist certificated personnel in the performance of their duties; supervise students during lunch, breakfast, or other nutritional period; or serve as a nonteaching aide to perform noninstructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95.)

Tuberculosis Assessment/Examination

Upon initial volunteer assignment, a volunteer shall have on file with the County Superintendent or designee a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. (Education Code 49406.)

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the County Superintendent or designee in advance. Projects also shall be approved in advance by the County Superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds.

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2. Construction involving wall or roof penetration, drilling, or nailing.
3. Structural modifications.
4. Electrical, electronic, plumbing, or heating and cooling work.
5. Painting.
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs.
7. Paving.
8. Tree planting, pruning, or removal.

The County Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise required for the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The County Superintendent or designee shall provide on-site assistance and supervision for such projects as necessary.

Adopted: 10/18/2018