

Volunteer Handbook

Tyler Independent School District

**Superintendent of Schools
Dr. Randy Reid**

**Tyler Independent School District
Human Resource Department
1319 New Sunnybrook Drive
Tyler, TX 75701**

**Sharon Roy – Director, Human Resources
903-262-1071
sharon.roy@tylerisd.org**



HELLO!

We appreciate your interest in volunteering in the Tyler Independent School District!

As a volunteer you will be part of a truly special group of people who work for the growth and achievement of children. You will see how we can help children together.

Nothing seems to benefit children more than the knowledge that you're helping because you sincerely care about students as individuals and important members of our community. Your reward will be the gratification of seeing children grow through your efforts.

The time you give will be appreciated and we sincerely hope your experiences as a volunteer will bring great rewards to you.



Tyler Independent School District



1319 New Sunnybrook • P. O. Box 2035 • Tyler, Texas 75710 • 903.531.3500 • Dr. Randy Reid, Superintendent

Welcome Friends of Tyler Independent School District! Thank you for your willingness to give of your time and yourself to serve as a volunteer in our schools. Your personal commitment provides our young people with a valuable role model of responsible citizenship.

Volunteers are a much appreciated and highly respected group of people who make up a very important part of our educational team. The Tyler Independent School District and its professional educators have witnessed the rewards of volunteer partnerships between our community and its schools.

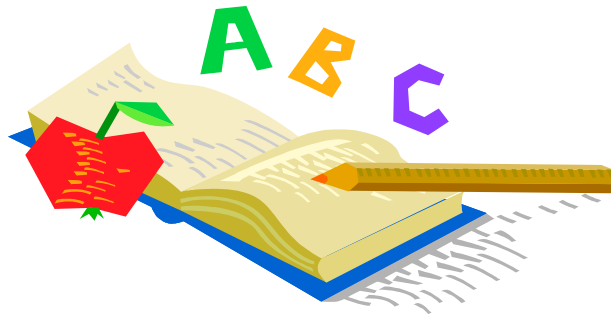
Whether you serve as a parent, grandparent, business affiliate, or concerned citizen, your participation in all volunteer endeavors is essential in developing our greatest asset – our youth. Your life experiences and resources will enable our staff members to accomplish much more than ever before. While your experience with us may be unique to your situation, the contribution is not singular, but unites with the contributions of hundreds of other volunteers throughout the district. Each school in the Tyler Independent School District operates under policies that reflect that individual school's needs; each school has its own personality. Your volunteer assignment will be proportional to the needs of the school you serve, the resources you have to offer and the personality of the school.

We salute you, not only for your interest, but for your action! I hope your experience as a volunteer will be rewarding and that your life will be richer for the time you spend with our students. If I can be of any assistance, please contact me.

Sincerely,

Sharon Roy
Director of Human Resources

Please note: The Volunteer Application is now online. Please go to www.tylerisd.org and click on the Volunteer Connection link. **Every Tyler ISD volunteer will be required to complete the online application for the 2009-2010 school year.**



THREE R'S FOR VOLUNTEERS

- **RESPONSIBILITIES**
- **RESPECT FOR CONFIDENCE**
- **REASSURANCE**

RESPONSIBILITIES – The commitment is yours. Please do not accept this **responsibility** lightly. The teacher will have plans for you; the student is depending on you. Please volunteer for only the time you can realistically expect to give. When you volunteer . . .

- Always arrive on time for your volunteer activity.
- Always call if you will be unable to meet a commitment.

RESPECT FOR CONFIDENCE - Confidentiality is extremely important. As a matter of professional ethics, volunteers do not discuss teachers, children, or classroom affairs with others. By **respecting these confidences**, you establish a positive and mutually respectful relationship.

REASSURANCE – Your role as **reassurer** and provider of sincere praise is one filled with the opportunity for reinforcing positive behavior and a desire to improve skills. Students learn to see themselves through others. If you view the child as one capable of learning, the student will also perceive herself/himself as capable and worthy, thereby taking a giant step on the road to knowledge.



VOLUNTEER RESPONSIBILITIES

- Call the school and make an appointment to meet with your assigned teacher before you begin your volunteer work.
- Be punctual and reliable – call the school if you are going to be late or absent
- Sign in and out and record volunteer hours on the sheet provided in the office each time you volunteer.
- Keep a personal calendar/log of dates and hours volunteered.
- Wear your volunteer badge at all times while volunteering.
- Set a good example of appearance and behavior for students. Dress should be neat, comfortable, and socially acceptable among adults and children; strive to maintain good grooming.
- Practice the professional ethics of confidentiality (refrain from discussing teachers, students, or classroom affairs at anytime).
- Be willing to offer supportive and supplemental service under professional supervision and direction.
- Be capable of adjusting to each teacher's individual style and following his/her directions.
- Rewards and/or gifts to students must be approved by the teacher and/or principal **before** being offered to students.
- Park in the designated visitor areas in a manner helpful to traffic situations.
- Contact the campus volunteer coordinator if you have questions or concerns.



AND RIGHTS.....

- The right to be treated as a co-worker.
- The right to a suitable assignment with consideration for personal preference, temperament, life experience, education and employment background.
- The right to know as much about the organization as possible, i.e. its policies, its people, its programs.
- The right to thoughtfully planned and effectively presented training for the job.
- The right to sound guidance and direction as a follow-up to initial training
- The right to guidance and direction by someone who is experienced, well-informed, patient and thoughtful and someone who has the time to invest in giving guidance.
- The right to an orderly, designated place to work, conducive to work and worthy of the job to be done.
- The right to a variety of experiences – through advancement to assignments of more responsibility and through transfer from one activity to another.
- The right to have respect shown for an honest opinion.
- The right to recognition through expressions of appreciation.

HELPFUL GUIDANCE FOR VOLUNTEERS

The Tyler Independent School District Volunteer Program is dedicated to providing a supportive relationship for the students, teachers and school staff.

- **BE HONEST ...** in your approach and attitude. It will aide in developing trust.
- **BE PATIENT ...** when working with students.
- **BE FLEXIBLE ...** in responding to the needs of teachers and students.
- **BE FRIENDLY ...** with a smile and a thank you, you can accomplish miracles.
- **BE RESPECTFUL ...** treat individuals in the same manner you wish to be treated.

Volunteers have a responsibility to be a good role model. Follow all the rules you expect the children to follow. Support the teachers in their classrooms without supplanting their instruction and discipline procedures.



REMEMBER TO BE

- **DEPENDABLE**
- **RESPONSIBLE**
- **DEDICATED**
- **SUPPORTIVE**

Effective Ways To Work With Children

1. Be warm and friendly – learn the children’s names and show interest in what they are doing and telling you – you are very important as a listener.
2. When working with children, encourage them to do their own thinking – give them plenty of time to answer, silence often means they are thinking and organizing what they want to say or write.
3. If you don’t know an answer or are unsure of what to do, admit it to the children and work it out together - feel free to ask the teacher for help when you need it.
4. Use tact and positive comments – encourage children – seeking something worthy of compliment, especially when children are having difficulties.
5. Accept each child as they are – you do not need to feel responsible for judging a child's abilities, progress or behavior.
6. If a child is upset, encourage him/her to talk the problem over with you – you need not solve the problem, but by listening and talking you help the child feel you care.
7. Respect a child’s privacy – if a child or a teacher reveals personal information, regard it as a confidence.
8. Maintain a sense of humor.
9. Be consistent with teacher’s rules for classroom behavior, schedule and atmosphere.
10. Wear comfortable clothes and don’t hesitate to “get down to a child's level.”
11. If parents and friends ask about your work, tell them you enjoy working with the children and discuss the activities you do rather than the specific information about the child, the teacher, or the school.
12. Keep your commitment; the children will expect you and look forward to you coming. If you know you will be gone, tell them in advance. Keep all promises, and make none that you cannot keep – children never forget!!

