

Multnomah Education Service District

Code: **IICC**
Adopted: 5/18/93
Revised/Readopted: 9/20/94; 12/21/10; 4/22/13;
5/02/14
Orig. Code(s): 1901

School/Agency/Program Volunteers

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the MESD's instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the schools and programs to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

The administration is responsible for the recruitment, use, coordination and training of volunteers. These assignments shall be carried out as directed or delegated by the Superintendent. Every effort shall be made to use volunteer resources in a manner which shall ensure maximum contribution to the safety, welfare and educational growth of students. Criminal history records checks shall be done on citizen volunteers as defined by Board policy GCDA.

Employees may volunteer to perform services for MESD provided the volunteer activities do not involve the same or similar type of services¹ as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided.

The Superintendent and Cabinet are instructed to develop regulations to implement this policy and provide guidelines for the management of the volunteer program, recruitment and training of volunteers and the training of professional staff in the utilization of volunteers.

END OF POLICY

Legal Reference(s):

[ORS 326.607](#)
[ORS 334.125\(7\)](#)

[OAR 581-024-0208](#)

Cross Reference(s):

AA - MESD Purpose and Goals
AB - Mission, Vision and Values
ECAA - Employee and Visitor Identification Badges
EEBB - Use of Private Vehicle for MESD Business
IA/IAA - Instructional Goals
JHFA - Supervision of Students**

JHFE - Reporting of Suspected Child Abuse
JHFF - Reporting of Suspected Sexual Conduct with Students
KGB - Public Conduct on MESD Property
KGC - Prohibition of Tobacco Use by Public
KK - Visitors to District Facilities**

¹Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.