

9181 VOLUNTEER CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

The Board of Education recognizes the services of volunteer athletic coaches and co-curricular activity advisors/assistants bring unique skills to the district, enrich the athletic and co-curricular program, assist district's coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches and co-curricular activity advisors/assistants in the district.

For the purposes of this Policy, "volunteer athletic coach and co-curricular activity advisor/assistant" is a person who is not paid by the Board of Education, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The Building Principal will be responsible for the screening of co-curricular activity advisors/assistants and their assignment. The district is not obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of the school district as determined by the Superintendent.

These volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Superintendent and approved by the Board of Education prior to assuming any responsibilities.

The Superintendent will prepare and promulgate rules of conduct for volunteer co-curricular activity advisors/assistants. Each volunteer athletic coach and co-curricular activity advisor/assistant will be given a copy of this Policy.

The following guidelines shall govern the service of a volunteer co-curricular activity advisor/assistant:

1. Volunteer co-curricular activity advisors/assistants may serve only under the direction and immediate supervision of a activity advisor or assistant employed by the Board;
2. Volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;

3. Volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to pupils participating in the athletic programs or co-curricular activities;
4. Volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity and worth of each pupil;
5. Volunteer co-curricular activity advisors/assistants are not permitted access to pupil records;
6. Volunteer co-curricular activity advisors/assistants must exercise discretion in disclosing any confidential pupil matters the coach or activity advisor or assistant employed by the Board becomes aware of as a result of their volunteer responsibilities;
7. Volunteer co-curricular activity advisors/assistants must consult with the club advisor regarding any matters or questions regarding their duties and responsibilities;
8. Volunteer co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and
9. Volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties.

All school volunteer co-curricular activity advisors/assistants must obtain a criminal history record check to be reimbursed by the Board and sign a waiver for workers' compensation if required by the school district's insurance company;

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: February 27, 2012