

GSD Volunteer Process for Parents

Volunteers who are going to be with children without the supervision of a certified teacher must follow the following steps to be cleared by Granite School District Human Resources:

1. Contact the principal (mgraham@graniteschools.org) to request a volunteer posting be created on the Granite School District (GSD) employment page of the GSD website.
2. It takes about a day for the posting to appear. Parents can check to see if the posting is up by going to the "Find Employment" tab of the GSD website.
3. Once there, they need to click on the "Apply for Employment or Manage Application" link.
4. On the left-hand side of the page under the "Vacancies" header, they should click on the "Locations" tab.
5. If the posting has been created, they will see a link under "Arcadia Elementary."
6. They need to click on the school's name and they will be taken to all of the postings (vacancies) for the school.
7. If they do not see the "Volunteer" job posting, they should scroll down the page until they find it.
8. To apply for the posting, they need to click on the red "Apply" button on the right side of the page across from the vacancy title. The job number will be before the red button.
9. Upon hitting the "Apply" button, a new window will appear. If the parent already has an application in the GSD system, they need to login to access their existing application.
10. If the parent does not have an application on file, they will need to click on the "Start" button and fill out a new application.
11. Parents need to be sure to fill out the entire application and submit it.
12. Once the parent has completed the application process, they should email the principal at least two references.
13. If the parent has a work history, they should send Mr. Graham their professional references.
14. If the parent has never worked or hasn't worked for a long time, they may send Mr. Graham personal references (parents,

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close family friends, church members, volunteer coordinators, etc.)

15. When the job posting closes (they are usually posted for one week), Mr. Graham will access the parent's application and review it. He will also contact the parent's references and ask the following questions:
 - a. If the applicant worked/had worked for you, are they eligible for rehire?
 - b. If the applicant worked/had worked for you, would you rehire them?
 - c. Are you aware of any physical or sexual abuse committed by the applicant?
 - d. Mr. Graham usually asks the reference if they would like to share any other information about the applicant they feel is important for him to know.
16. If the applicant's references check out, Mr. Graham will submit the required paperwork to HR and the parent will receive a phone call from an HR representative letting them know they have been cleared to volunteer at the school.
17. During the application process, the parent should plan on going to the HR Department at the district to pay the \$40.00 background check fee and be fingerprinted. It is advised to call ahead of time to set an appointment to do this.
18. Parents may not volunteer until their background check has cleared.
19. Remind parents that when they come to the school to volunteer, they must sign a confidentiality agreement the first time they volunteer and they need to sign in at the office. PTA would appreciate it if they would sign the volunteer log so their volunteer hours can be recorded.

If the parent has any questions or concerns about the official volunteer process, please encourage them to contact Mr. Graham and he will be happy to speak with them.

Matthew Graham, Principal, Arcadia Elementary
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