



District Office
2990 80th St. E.
Inver Grove Heights, MN 55076
651-306-7800
FAX 651-306-7295

Simley High School
2920 80th St. E.
Inver Grove Heights, MN 55076
651-306-7000
FAX 651-306-7016

IGH Middle School
8167 Cahill Ave.
Inver Grove Heights, MN 55076
651-306-7200
FAX 651-306-7152

Hilltop Elementary
3201 68th St. E.
Inver Grove Heights, MN 55076
651-306-7400
FAX 651-306-7444

Pine Bend Elementary
9875 Inver Grove Trail
Inver Grove Heights, MN 55076
651-306-7701
FAX 651-306-7739

Salem Hills Elementary
5899 Babcock Trail
Inver Grove Heights, MN 55077
651-306-7300
FAX 651-306-7321

Community Education
1515 5th Ave. S.
South St. Paul, MN 55075
651-306-3602
FAX 651-306-3640

Kids' Choice
1515 5th Ave. S.
South St. Paul, MN 55075
651-306-3631
FAX 651-306-3640

District Website
www.invergrove.k12.mn.us

Job Title: School Volunteer

Objective: To provide tutoring/enrichment for students, or classroom/clerical support for staff to ensure that all learners are successful.

Description of job tasks:

- Work one-on-one with students or in small groups
- Help students complete make-up work
- Assist students in completing daily classroom assignments or special projects
- Build students self-esteem and help them develop a more positive attitude toward learning
- Assist teachers in the classroom or provide program support for the schools

Responsibilities:

- Signing in or out when reporting to or leaving the school
- Completing all application and registration forms and attending necessary orientation and training
- Confidentiality of all information
- Receiving and following specific instructions including use of necessary materials for any job undertaken
- Communicate with staff in a respectful manner if a conflict should arise.
- Notify building contact if absent
- Carry out duties as assigned

Training Provided:

• Volunteers attend a 30-minute orientation and training session prior to volunteering.

Qualifications:

Volunteers should be patient, enthusiastic and have a strong desire to help students achieve their potential. The ability to work in a multicultural environment and show respect for individuality is essential. Volunteers may be knowledgeable in their subject area; however, it is not necessary as training is available. A teaching degree is not required.

Benefits:

Volunteers gain a sense of personal accomplishment and community involvement; share skills, motivation and expertise with others; participate in activities and recognition events within the school district; and are able to use documented hours of service for resumes and job applications.

Supervisor:

- Classroom Teacher or Specialist
- Building Principal and Administrators
- District Volunteer Coordinator