



Guidelines for Volunteers

APSEA Administrators may develop additional guidelines, in addition to those mentioned below, to suit the specific needs of APSEA and its activities.

APSEA Volunteers are expected to:

- Be respectful of employees and learners at all times.
- Be prompt and on schedule.
- Notify the APSEA employee responsible for the activity/event in advance if unable to volunteer at the scheduled time.
- Treat all information they have access to in the course of their duties in a confidential manner.
- If problems or concerns arise in relation to the conduct or safety of learners, they should be reported promptly with necessary details to the appropriate APSEA employee.
- Talk privately to the APSEA employee responsible for the activity/event about any difficulties they encounter in working with learners or other APSEA employees.

APSEA Volunteers should not:

- Engage in direct teaching of learners except when authorized by the APSEA administrator or designate and under direction from a teacher.
- Provide direct assistance to students with special needs except when authorized by the APSEA administrator or designate and under direction from a teacher.
- Assume any duties or responsibilities in relation to the diagnosis of learning strengths or difficulties or the evaluation of a student' progress.
- Become involved in disciplining students when a teacher is present, or anything beyond a minimal level of intervention/discipline in the absence of a teacher.
- Engage in work traditionally performed by APSEA employees.

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