

REQUEST FOR STUDENT ASSISTANT PROCEDURE

1. To request a Student Assistant there must consistently be 30 students in the classroom.
2. The instructor submits to the Director of Instructional Services a “Request for Student Assistant” form and a completed “SMCOE Employment Application” form.
3. If approved, a “Classified Personal Requisition for Temporary Position” is signed by the Director of Instructional Services. The “application” and “Request for Student Assistant” forms are attached to the requisition, initialed by the Chief Administrator and sent to the Associate Superintendent, Student Services Division, for signature. The requisition is then forwarded to Personnel.
4. If everything is in order, the Personnel Assistant contacts the Director of Instructional Services who will notify the student to contact Personnel to arrange for an orientation. Student must bring the following:
 1. A photo ID (driver’s license, passport, etc.), social security card, proof of legal residence and student status verification (transcript or letter).
 2. Student must get a TB test and fingerprints (not applicable if the student is under 18 years old) at orientation. This is paid for by SMCOE.
5. The Personnel Assistant notifies the Director of Instructional Services that Student Assistant may start working.
6. The Director of Instructional Services notifies student and teacher.

Student cannot start working until teacher is notified by the Director of Instructional Services

San Mateo County Office of Education
REQUEST TO HIRE STUDENT ASSISTANT

This Request to Hire Student Assistant **must** accompany the San Mateo County Office of Education
Classified Employment Application. We cannot process requests without both documents.

Name _____

Address _____
(Number, Street, City, State, Zip)

Telephone Number _____

Instructor's Name _____ Program _____

Location of Work Site _____

Work Schedule:

Hours per day _____ from _____ to _____ Days per week _____

Job Description:

Hire Date: _____ from _____ to _____

Validate Student's Status (please check one): High School " Jr. College " ROP "

Student must bring verification of their "Student Status" to the County Office when filling out employment papers.

1. ROP student must be enrolled for a minimum of 12 hours per week.
2. High school or college students must be a full-time student and enrolled for a minimum of 12 units or a part-time student employed part-time in a state or federally funded college work study program or work experience program.

STUDENT MUST PRESENT TWO LEGAL DOCUMENTS FOR PROOF OF CITIZENSHIP, e.g., drivers license, social security number, passport, etc.)

Do you have 25 students in attendance daily in your classroom? Yes " No "

Student cannot begin work until approved by Human Resources

Recommendation _____ Date _____
Immediate Supervisor

If position has been approved, applicant must call the Personnel Department (650) 802-5380 at the San Mateo County Office of Education and schedule an appointment to fill out additional paperwork. Please inform student that he/she must bring proof of legal residency to their appointment with Personnel.

Approval _____ Date _____
Director of Instructional Services

Date Personnel Requisition Sent to HR _____

SAN MATEO COUNTY OFFICE OF EDUCATION
VOLUNTEER INFORMATION FORM

CRITERIA:

1. Volunteers in classrooms will be invited by teachers and cleared by the Program Manager.
2. Volunteers in other than a classroom setting must be cleared by the Program Manager.
3. Activities will relate to County Board adopted curriculum policies.
4. The length of the volunteer activity is at the discretion of the teacher or Program Manager.
5. The volunteer must be registered with Human Resources/Personnel so that they are included under Workers' Compensation.
6. A volunteer is any non-paid person who presents to, or works with children in any of the programs, or in any other way provides services to the office without payment.

PLEASE FILL OUT THIS FORM AND SUBMIT TO THE DIRECTOR OF INSTRUCTIONAL SERVICES ONE WEEK PRIOR TO THE VOLUNTEER'S ACTIVITY.

Teacher or Supervisor's Name: _____

Teacher or Supervisor's Location: _____

Volunteer's Name: _____ Volunteer's SS #: _____

Volunteer's Address: _____

Length of volunteer activity (dates): _____

Brief description of service or student presentation: _____

Submit form to the Director of Instructional Services for approval. The Director of Instructional Services will forward approved form to Glenn Siegel, Personnel Director.

Program Manager approval: " Approved
" Not Approved

Signed: _____ Date: _____

Program: _____

**SAN MATEO COUNTY OFFICE OF EDUCATION
REGIONAL OCCUPATIONAL PROGRAM**

VOLUNTEER APPLICATION

Submitting this application for a non-paid volunteer position does not guarantee your selection. Applications will be screened and applicants will be notified regarding an interview.

Name _____ Date _____

Address _____

City _____ Zip _____ Phone ? _____

Position Title _____ Location _____

Referring ROP Instructor _____

Are you related to any ROP employee? _____ YES _____ NO

| Please circle days available | | | | | | |
|---|---|---|---|----|---|---|
| Days available | M | T | W | Th | F | S |
| Times available (Ex. 8 am-12 noon) | | | | | | |
| Total # of days per week/days per month willing to work | | | | | | |

Please list the knowledge and skills you possess that relate to this volunteer position.

Briefly explain why you have applied for this position.

A recommendation from your teacher must be attached to this application and a resume is desirable.

Note: Selected volunteers must participate in a three-hour volunteer orientation and must have a clear TB certificate prior to entering into service. This cost for a TB test is approximately \$10.