

314: Professional Standards and Training for Non-licensed Employees and Volunteers

1. Purpose

Non-licensed employees and volunteers are an important part of the educational team and can make a significant difference in the lives of students. These team members provide diverse ways to facilitate and enhance the learning process. The purpose of this policy is to outline best practices of professional standards and training for non-licensed employees and volunteers.

2. Definitions

2.1 “Licensed educator” means an individual who holds a valid Utah educator license and has satisfied all requirements to be a licensed educator in the Utah public school system.

2.2 “Non-licensed public education employee” means an employee of SGA who: (a) does not hold a current Utah educator license issued by the Board under Title 53E, Chapter 6, Educator Licensing and Professional Practices Act; or (b) is a contract employee.

2.3 “Volunteer” means someone who may be given significant unsupervised access to children in connection with the volunteer’s assignment.

3. Procedures

3.1. In accordance with [Utah Code Ann. §67-20-4](#), volunteers shall have the approval of the director to perform volunteer services under the supervision of an SGA assigned employee.

3.2 Non-Licensed employees will be assigned a licensed educator supervisor.

3.3. Volunteers and Non-Licensed employees are expected to follow the direction of the SGA employee or supervisor to whom they have been assigned and to conform to all applicable laws, rules, and policies.

3.4. In the course of their assignments, volunteers and Non-Licensed employees may be asked to work with confidential information. It is the expectation of SGA that volunteers and Non-Licensed employees shall keep this information in the strictest confidence in accordance with Policy 551: SGA PPRA and UT FERPA Policy.

3.5. In accordance with Policy 302: Criminal Background Check and Employee Reporting of Arrest, volunteers and Non-Licensed employees who will be given significant unsupervised access to a student in connection with their volunteer assignment shall submit to a criminal background check.

Board Rule [R277-316](#)

3.6. Volunteers and Non-Licensed employees who are arrested under the conditions listed in Policy 302: Criminal Background Check and Employee Reporting of Arrest will report it to the SGA Director within 48 hours as per policy 302.

3.7. In accordance with Utah Administrative Code R277-316 Professional Standards and Training for Non-licensed Employees and Volunteers, volunteers and Non-Licensed employees shall represent the vision of St. George Academy, and follow the ethical behavior defined in SGA polices, including but not limited to: Policy 304: Drug Free Workplace, Policy 305: Faculty Dress Code, Policy 405: Prohibition of Corporeal Punishment, Policy 407: Safe Schools, Policy 408: Child Abuse and Neglect Reporting, Policy 501: Gender Inclusion, and Policy 502: Bullying, Hazing, Retaliation, and Abusive Conduct.

3.8. Failure to follow the direction of a supervisor or to follow applicable laws, rules, and policies may give rise to terminating the volunteer from service.

3.9. Serving as a volunteer in the educational setting is not an entitlement, and schools are not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by SGA administration where services are no longer needed or where the presence of the volunteer may be disruptive to the educational environment.