

Derby Public Schools

School Ambassador Position Description

Overview of Position:

The goal of the School Ambassador program is to create an inclusive, welcoming environment in the Derby Public Schools.

The primary role of the School Ambassador is to connect with families to:

- Welcome new families to the School and District
- Encourage families to become involved in school functions and leadership opportunities
- Provide contact information for families to resolve their issues (can provide/direct family to student handbook)
- When possible, bridge the language barrier that may impact family participation or communication. (either directly or by connecting to interpreter)

Each school will recruit a minimum of two Ambassadors. Ambassadors should reflect the diversity of our school population and, when possible, be bi-lingual.

Requirements:

1. Current Derby resident, school alumni or community stakeholder
2. Pass background check
3. Willingness and ability to take calls from families when they are referred
4. Must maintain a call log to share with school administrator as requested
5. Must complete initial volunteer training for School Ambassadors
6. Communicate with school personnel regarding event and activity calendar