



# DERBY PUBLIC SCHOOLS

35 Fifth Street  
Derby, Connecticut 06418

(203) 736-5027 • fax (203) 736-5031 • [www.derbyps.org](http://www.derbyps.org)

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**Dr. Matthew J. Conway, Jr.**  
*Superintendent of Schools*

We are looking for interested students, parents, alumni, and community volunteers to begin the Derby School District School Ambassador program!

Please fill out the following application and remit to:

Derby Public Schools  
35 Fifth Street  
Derby, Ct. 06418  
Attention: Dr. Matthew J. Conway, Jr., Superintendent of Schools

Name. \_\_\_\_\_

Address \_\_\_\_\_

Which District School will you volunteer for:

\_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Are you Bilingual: \_\_\_\_\_ I speak fluent - \_\_\_\_\_ Language

Please check off :

\_\_\_\_\_ Willing to make calls for welcoming new families into our district

\_\_\_\_\_ Willing to give a school tour

\_\_\_\_\_ Willing to help fill out registration paperwork

\_\_\_\_\_ Willing to accompany new families to school events

\_\_\_\_\_ Willing to assist with interpreting a language

## **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