



Volunteers -Join Our Team

San José Unified is home to more than 3,000 full-time employees who make the extraordinary ordinary every day. From teachers and counselors to bus drivers and nutrition specialists to nurses and custodians, we come together to prepare today's students to be the thinkers, leaders, and creators of tomorrow.

We welcome volunteers who help our teachers and staff elevate opportunities for students. Please review the following processes and complete this our online volunteer forms. All volunteers, new or returning, must maintain a current TB clearance and complete this form:

Almaden Elementary School
1295 Dentwood Drive
San José, CA 95118
408-535-6207

- **Volunteer Application:** go.sjUSD.org/volunteerapp
- **Volunteer Policies:** go.sjUSD.org/volunteerpolicies

New volunteers have the additional step of completing fingerprinting.

New Volunteers

1. Volunteer submits an application (see link above)
2. School sites review the "2025–2026 Volunteers – Site Approval Only" list
3. Approved volunteers (per the site list) will receive a "next steps" email
 - a. They must submit their negative TB test to volunteer@sjUSD.org
4. HR receives the TB test, and the volunteer will then receive an email with fingerprinting instructions
5. Once cleared fingerprint results are received by HR, the volunteer is officially cleared and may begin volunteering
6. The volunteer receives a final clearance email, and their name appears on the "2025–2026 Cleared Volunteers" list

RETURNING VOLUNTEERS

www.sjUSD.org/almaden

1. Volunteer submits an application
2. School sites review the "2025–2026 Volunteers – Site Approval Only" list
3. HR reviews the application:
 - a. If fingerprint and TB test results are on file, the volunteer will be cleared. The volunteer will receive a clearance email, and their name will appear on the 2025–2026 Cleared Volunteers list
 - b. If a new TB test is required, the volunteer will receive an email notification with further instructions
 - c. If we are unable to locate them, the volunteer will receive an email notification with their next steps