

## **JOB DESCRIPTIONS**

One parent for each child will hold one of the listed jobs, the duties of which are described below. Depending upon enrollment, the duties of various jobs may be combined or may be shared by two parents. While this list may sound rather formal, in practice we have found the job assignments to be flexible and not burdensome. As a group, we work out who will do what, depending upon interests, time, etc.

### I. Members of Board of Directors

The three Members are selected by the current Board. The Board is responsible for addressing concerns raised by the parents and teachers concerning the administration and functioning of the school and for making any changes in the school's rules and policy it deems appropriate. In addition, each Member is assigned one of the following officer positions.

*President:* Responsible for implementation of the by-laws and rules of the school. Conducts two or three parent meetings during the year, or call meetings as needed to fill all parent jobs and make sure the school is running efficiently. Insures that the incoming officers are aware of their responsibilities.

*Secretary:* Takes minutes of all meetings and submits them to attending parents. Additional duties may include: Keeps current forms, including by-laws, rules, tuition agreement, acceptance agreement, job description, and other administrative paperwork.

*Treasurer/Vice-President:* Maintains or oversees the books. Pays the employees, taxes, rent, and insurance. Receives parent tuition payments and makes deposits. Deposits all fund-raising money. Gives an annual report to the officers.

### II. All Other Parents

*Fundraising Coordinator:* Primarily oversees enrollment and publicity about the eScrip Program and the Amazon Associates Program. The Fundraising Coordinator will oversee or delegate for any year-specific fundraiser. This Coordinator also keeps in touch with the Pajama Night & ArtWare Coordinators if they have any questions to ensure smooth operation of those events. The Fundraising Coordinator would either Chair or coordinate with the Chair for the occasional Silent Auction the school would have.

*Pajama Night Coordinator:* This event usually happens twice per school year. The Coordinator would work with the School Director to find a mutually agreeable night to hold the event. The Coordinator works with the Director to get additional volunteers & staffing for the night. The Coordinator works with the Communications Director to publicize the event. The Coordinator supplies pizza and beverages for the evening, collects money and assists in the running of the event.

*ArtWare Coordinator:* The ArtWare Coordinator will work with the School Director once or twice a year to provide parents the opportunity to order items such as notecards, aprons, mouse pads, mugs, magnets, etc. custom printed with their child's artwork. The ArtWare Coordinator oversees the delivery of the items to the parents.

*Scholastic Book Coordinator:* Orders can be taken once or twice a year to provide parents the opportunity to order books and earn points/books for the school. The coordinator oversees the distribution of order forms, sending email reminders, finalizing the online order and distributing the books upon arrival.

*Yearbook/Shutterfly Site Coordinator:* The coordinator oversees the private group settings for posting/viewing photos taken throughout the year and coordinates a yearbook at the end of the year for purchase by families.

*Membership Coordinator:* Assists with the Open Houses by putting out flyers to appropriate local shops & services. Sends out promotional blurb to area listservs. Puts up any signage necessary to promote the Open

House. Is either present on the day of the Open House or arranges for another parent to assist the teachers in greeting arriving families and answering questions. After the Open House, removes any signage that was put up and returns the signs to the school.

*Field Trip Coordinator:* Review themes of the school year and proposes option to teachers of venues for field trips (i.e., farms, zoos, puppet shows, science centers, etc.). Schedule field trips with venue and be liaison with venue. Coordinate with Director to publicize field trip and get driver sign-up sheet up in advance and make sure there are enough drivers.

*Work Day Coordinator:* Approximately two months before each work day (one in fall; one in spring), sets date and coordinates with staff on tasks to be done. The coordinator is responsible for the purchase of materials and for coordination of additional labor, if needed. On the work day, the Coordinator coordinates parents and oversees work. (Sample projects for work day include mulching play yard, planting flowers, cleaning toys, painting room or furniture, building cubbies, or painting mural on wall.) The coordinator puts out a sign-in sheet so each family is accounted for. There is a \$40/child buy-out option for parents who are not able to attend the Work Day. The Coordinator also supplies coffee & donuts or another snack. Receipts are to be kept and turned into the school for reimbursement.

*Webmaster:* The Webmaster will work with the School's Director to update the website for the school as needed.

*Graduation/Special Events Coordinator:* Assist with refreshments and/or decorations for the annual graduation ceremony or other special days (i.e. Grandparents' Day) for all students and families.