

Serra Preschool Board Position Descriptions

President

- Creates an agenda for both the Board Meetings and General Meetings.
- Shall preside at all meetings of the members and of the Executive Board and Board of Directors.
- Shall help the Director schedule programs for general membership meetings.
- Shall collaborate with the Director on yearly activities for the school.
- Creates and updates Calendar as needed. Posts any changes.
- Notifies all members of any high priority school event or school news requested by the director or any board or non-board member.
- Collects and produces communication with Membership via a weekly email “blast” no later than 9pm on Sunday evening.
- Works hand in hand with the Director to oversee the general functioning and administration of the school.
- Oversees and handles Standing Rules and Bylaw revisions. Works with the Director to make necessary changes.
- Shall fill all appointed Board positions and vacated offices with the Executive Board's approval.

Vice President

- Shall preside at all meetings in the absence of the President.
- Shall be in charge of the Annual Evaluation of the school and staff.
- Shall oversee the Director's arrangement for substitute teachers.
- Shall handle Handbook revisions.
- Shall receive questions, suggestions, and problems from members for referral to the board.
- Oversees the marketing of the school, including the management of the website and yearly public non-discriminatory statement as required by our Incorporation standing.
- Creates and oversees the general meeting potluck sign-ups.
- Coordinates Board Meeting Childcare and sends email reminders.

Secretary

- Responsible for taking minutes of all meetings.
- Shall produce and maintain records of attendance of all meetings and report absences and excuses at each board meeting.
- Contacts families absent at each General Meeting, updating them on number of absences, if any fines are incurred, and reminds them to initial the posted GM minutes. Communicates with Treasurer over fines.
- Shall produce and supply sign in and out sheets for children and General Meetings. Communicates with Membership to ensure sheets are updated with correct roster.
- Shall post meeting minutes from Board and General Meetings in a binder, on the website, and on the cork board. Attached to the minutes is a list of absent families needing to initial next to their name that they read the minutes and tracks those initials.
- Shall assign and keep record of member jobs.

Membership

- Update enrollment paperwork each year as needed and maintain both a hard and digital copy of all enrollment documents.
- Prepare and provide new members with enrollment packets and facilitate completion of packets prior to the start of school.
- Send updated enrollment forms and registration information to web site administrator as needed.
- Maintain a file on each student and ensure that all requirements for enrollment are met before student attends school.
- Maintain records on each working parent/guardian to ensure that all requirements are met before a working parent works in the classroom.
- Report vaccination rates as required by the state prior to state imposed deadline.
- Regularly check Serra Gmail account for inquiries about the school and reply to prospective members within 48 hrs whenever possible.
- Arrange school tour and/or meeting with Director/teacher for prospective member if requested.
- Coordinate Winter and/or Spring Open House and Parent Info Meeting with Director.
- Communicate with all prospective and returning members regarding registration process and deadlines.
- Maintain a list of previously interested individuals and alumni for email communication and marketing.
- Coordinate spring registration and notify accepted members. Maintain waiting list and notify individuals when a spot opens for them.
- Create, maintain, and update school roster as needed, and provide updated roster to the Board and Serra Membership. Communicates with Treasurer to also provide updated roster to accountants and bookkeepers.
- Provide the 2 and 3 Day Yearbook Coordinators as well as the Website/Social Media Coordinator of any children we do not have permission to publish on our website, photo sites or in print.
- Produces and supplies attendance sheets and sees that school attendance for children and assisting parents is posted and filed.

Treasurer

- Responsible for paying all bills and reimbursements.
- Shall receive and safely keep all funds of the school, disbursing them upon the order of the President, Director, and/or general membership in accordance with Article IV.
- Collects all fees required of members, including tuition, and safely deposits those funds.
- Keeps timely records of deposits and expenses, and sends monthly reports to the accountant.
- Works closely with accountant, bank, and director to make sure all finances are in order and that taxes are filed and accountant is paid for services each year.
- Reports budget information to the board of directors on a monthly basis.

Treasurer, cont.

- Coordinates with other board members and jobholders to determine when members have fines due and works to collect such fines.
- Shall serve as chairman of the budget committee.
- Shall be responsible for securing insurance for the school and worker's compensation for the staff.

Ways and Means

- Responsible for the organization of fundraising projects (both mandatory and voluntary) for the year. These shall be presented to the Board each year for approval.
- Shall present to the general membership and be responsible for implementing fundraising projects.

Family Growth

- Reads an inspirational quote to begin the General meetings.
- Works with Director/Board to coordinate talking points, organize round table discussions, or book guest speakers for General Meetings for the education and growth of all members.
- Coordinates Fall Open House with Director/Teacher and facilitates the ordering, making, shipping, and delivering of Make-It Plates.

Social

- Schedule and communicate informal gatherings outside of school, such as park play dates, wine nights out for moms, book club, etc.
- Responsible for any special meetings (ie: Director/OCCPNS) held at Serra Preschool, including getting food donations and set up, etc.
- Responsible for membership goodwill gestures as encountered throughout the year (dinner sign-ups for families with new babies, group condolences for deaths, etc.).
- Plan and implement Christmas charity project or any service project to benefit a charity outside of Serra.
- Coordinate the end of year celebration.

OCCPPNS

- Attend monthly OCCPPNS meeting hosted by various parent co-ops in the area.
- Report ideas or share insight gathered at the Board Meetings.

Serra Preschool Job Descriptions

1. Purchasing

- Obtains a list of necessary items to be purchased from the Director (such as toilet paper, cleaning products, etc.)
- Purchasing to be done ideally 1x per month
- Some purchases may be last minute or special requests made by the Director.
- Responsible for getting all purchases approved by the Treasurer and/or Director and all receipts turned into the Treasurer for reimbursement.

2. Scheduling (2 Day—Returning member preferred)

- Schedules parents assisting days at school and emails to members by the 20th of each month for the upcoming month.
- Calendar will include working days and indicate which parent is the Snack Parent.
- Sends out an email at least two weeks prior asking for any special requests for days off, etc. and accept requests until the 19th.
- Posts a copy of the current monthly schedule on the school bulletin board.
- Creates and maintains a paid sub list and ensures that each member has a copy.
- Provides working days calendar to website manager to post on website.

3. Scheduling (3 Day—Returning member preferred)

- Schedules parents assisting days at school and emails to members by the 20th of each month for the upcoming month.
- Calendar will include working days and indicate which parent is the Snack Parent.
- Sends out an email at least two weeks prior asking for any special requests for days off, etc and accept requests until the 19th.
- Posts a copy of the current monthly schedule on the school bulletin board.
- Creates and maintains a paid sub list and ensures that each member has a copy.
- Provides working days calendar to website manager to post on website.

4. Play dough/Sensory Table

- Responsible for making new play dough for the classroom 2x per month. This can smell and look different and may go along with the learning themes.
- Cleans the play dough toys every two weeks. They can be soaked and scrubbed in warm soapy water, dried, and returned to the play dough shelves. This can be done at school (no siblings allowed during school hours) or can be taken home and returned the next morning.
- Responsible for changing the sensory table to help further develop the learning theme every two weeks. Your creativity and new ideas are appreciated!

Play dough/Sensory Table, cont.

- Works with Director to decide if there are items already in the classroom that can be used, or if you should purchase items.
- All items purchased must be approved by the Director and receipts turned into the treasurer.

5. 2 Day Yearbook/Photographer

- Photograph special events throughout the year including field trips, holiday activities, and children at play.
- Provide any needed print or electronic photos for projects (ex. Trike-a-thon licenses), advertising or other needs throughout the year.
- Sends photos to VP for the website and to Newsletter Coordinator.
- Compiles the yearbook for 2 Day with the collection of pictures taken throughout the school year, including the children, the staff, the co-oping parents, the projects, the environment, etc.
- Organizes the purchasing/ordering of books and distributes them the last week of school.
- Maintains FaceBook page for the 2day class, posting upcoming events and pictures, keeping in mind to post pictures only of the kids who have a signed social media consent form (communicate with Membership).
- Uploads and shares photographs with parents on a monthly basis via an online share site that allows parents to place an order of photographs. Suggestions are Shutterfly or SnapFish.

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- Provide any needed print or electronic photos for projects (ex. Trike-a-thon licenses), advertising or other needs throughout the year.
- Sends photos to VP for the website and to Newsletter Coordinator.
- Compiles the yearbook for 3 Day with the collection of pictures taken throughout the school year, including the children, the staff, the co-oping parents, the projects, the environment, etc.
- Organizes the purchasing/ordering of books and distributes them the last week of school.
- Maintains FaceBook page for the 3day class, posting upcoming events and pictures, keeping in mind to post pictures only of the kids who have a signed social media consent form (communicate with Membership).
- Uploads and shares photographs with parents on a monthly basis via an online share site that allows parents to place an order of photographs. Suggestions are Shutterfly or SnapFish.

7. Garden Maintenance (2 people)

- Takes ownership of the garden and yard and maintains all areas (veggies, flower beds, grass, etc.) by watering, pulling weeds and making improvements on an as-needed basis.
- May need to come to school every morning and/or the weekends to water during the hotter months.
- Works with Director to determine needs for the garden as well as creating an interactive/edible garden to coordinate with the season or lesson plans.
- Expect to do 1 maintenance day about a week before school begins. Works with Director to schedule a day to be at Serra.

8. 6 Week and End of Year Clean-up Coordinator (2 people)

- Creates a sign-up sheet for mandatory school clean ups every 6 weeks and the End of Year clean up days. Sheet should include all scheduled clean-up dates listed and ready by the first general meeting in September.
- Must attend each 6 week clean up on Saturday mornings.
- Retrieves list of duties as well as master keys and directions for alarm, lights and locks from the Director.
- Responsible for keeping track of all volunteers, keeping a record of members and their clean up days, emailing reminders and verifying that each member has participated in one 6 week clean up and one End of Year clean up per year.
- Ensures that families joining mid-year are signed up and understand the clean-up responsibilities.
- Will contact treasurer with the list of members who did not participate.

9. Science

- Works with Director to develop new science projects based on learning themes.
- Finds new and creative experiments and shares them with the director to implement. Ideally 2-3 new experiments per month.
- Uses some materials already in the classroom and if buying outside materials, gets the Directors approval and reimbursements through the treasurer.
- Keeps science table current and clean for revolving experiments.
- Keeps a journal with ideas and/or projects created throughout the year to pass on to the next person.

10. Dramatic Play 1 (Costumes)

- Organizes, washes and makes necessary repairs to dress-up clothes, shoes, play food, dishes, dolls, puppets, and other accessories one time per month.
- Play food and accessories are washed once a month with warm soapy water, dried and returned to the play kitchen. If you take them home, please return the next school day.
- Costumes should be washed at home at least every 6 weeks.
- Coordinates with Dramatic Play 2 (Themes) to set the stage each month for the theme “scene”. Helps establish a “set” and helps collect props and costumes.

11. Dramatic Play 2 (Theme Scene)

- Helps set the stage each month for the rotating dramatic play theme scene.
- Works with the Director/Dramatic Play 1 (Costumes) to create the “set” and create props.

Dramatic Play 1 and 2 should plan and work together.

12. Special Events Coordinator

- Designed to strengthen the sense of community through special events at school.
- Responsible for coordinating, and attending all special events supported by the school. The board will decide upon events.
- Plans and coordinates activities with the Director’s/Board’s requests and suggestions.
- Works closely with the Special Events team to coordinate and plan.
- Asks for donations and creates sign-up sheets at General Meetings, and fills in where needed.
- Events for 2017/2018 School Year are:
 - *Harvest Day (Fall)
 - *Earth Day Celebration (Spring)
 - *2 family movie nights
 - ***Note that these are subject to change.

13. Special Events Team (2 people)

- Assist Special events Coordinator with all tasks as needed

14. Teacher’s Assistant/ Appreciation (2 Day)

- Makes name tags for children at the beginning of the school year.
- Coordinate with teacher for birthday recognition plans, make birthday crowns and help execute if needed.
- Work with 3 Day Teacher’s Assistant to recognize the Director and/or other teachers aids (if applicable) on Holidays, Birthdays and during Teacher Appreciation Week.
- This can be done by collecting money to purchase something special or have the children make something special.
- Organizes 2day class auction item (personal to the class) in the event of an auction fundraiser.

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- This can be done by collecting money to purchase something special or have the children make something special.
- Assist the Director/Teacher with any other special projects.
- Organizes 3day class auction item (personal to the class) in the event of an auction fundraiser.

16. Field Trip/ Story Walk Coordinator

- Plans for and makes all arrangements for monthly field trips and/or story walks to be attended by students and their family members.
- Works closely with Director to develop "Story Walk" activities and helps collect materials.
- Get approval for potential field trips with the Director and Board before making final arrangements.
- Email information to the President to include in the weekly blast and to the Newsletter Coordinator for the general meeting newsletters.
- Present the trip and collect all monies at the general meetings.
- Post information on the bulletin board at the beginning of each month (Date, time, cost, maps, directions, etc.)

17. Board Childcare (3 people)

- Supervises Board Members children (may include your own) during monthly Board Meetings.
- Meetings are on the 2nd Wednesday of the month after school at 12:30. Meeting usually end by 2:30.
- Sets up and cleans up play yard.
- Play with children outside and supervise lunch/snack.
- Responsible for finding a substitute if you cannot attend.

18. General Meeting Coordinator

- Responsible for arriving at school by 5:30 pm to set up for the general meeting potluck.
- Sets up specific recycling bags/bins for bottles and cans and encourages membership awareness on recycling.
- Stays after each meeting to clean up, wash dishes (minimal), take out recycling and trash, and put tables away.
- Email reminder each month to members who have signed up to bring items to potluck.

19. Fix It (Maintenance) and Special Projects

- Responsible for doing small maintenance/fix it jobs for the school.
- Helps organize volunteers to help with special projects.
- All projects to be approved by the Director and reimbursed through the treasurer.

20. Wood Working

- Keeps the wood cabinet clean, stocked and organized.
- Collects donations for wood and other materials.
- Uses creative abilities to come up with projects for students with the help of the Director.
- Ensures all pieces of wood are as splinter-free as possible. May require some sanding of wood pieces.

21. Dad's Appreciation Days

- Plans and implements the Pancake breakfast (fall) and Dessert with Dads (spring).
- Creates a sign-up sheet passed around at general meetings to coordinate volunteers and donations.
- Must be available to work the events which includes making pancakes, help make desserts, set up, clean up, etc.

22. Critter Care

- Assist director/teacher with the care and feeding of school pets.
- Clean cages and purchase food when needed.
- Take home and/or arrange for animals to be taken home over holidays and extended vacations.
- Turn in receipts for reimbursements.

23. Scholastic Books/ Library

- Maintains children's library and learning center.
- Purchases new books and obtains books as needed from the public library.
- Organizes monthly scholastic orders for families. Gives information at the September meeting for ordering books.
- Makes sure each member has a monthly order form distributed via file folders.
- Keeps track of orders and distributes books to members when they arrive in the mail.
- Types up books read at the end of the year from the classroom book cards.

24. Shed Organizer (2 people)

- Responsible for maintaining shed cleanliness and organization of both sheds.
- Ensures members are aware of the proper way to store items in the sheds. This may be done at general meetings.
- Coordinate with Director to clean out sheds thoroughly (organizing, clean toys, storing bins, sweeping floor, labeling, etc.).
- Both shed organizers should plan and work together.
- Both sheds need to be cleaned out at least once per month.

25. Ways and Means Assistant

- Assist the Ways and Means Chair with all fundraising activities as needed.

26. Newsletter Coordinator

- Creates a monthly newsletter to be distributed at each monthly general meeting and posted on the website.
- Sends an email reminder to Director, Board Members, Field Trip Coordinator, and Photographers one week prior for information to include in the Newsletter.
- Newsletter typically includes articles from the Director, President, and other board members. Post school news that pertains to each month.

27. Kitchen and Hall Organizer

- Keep the kitchen stocked (coordinate with the purchaser) and thoroughly cleaned and organized throughout the year.
- Kitchen should be checked mid-month every month, and cleaned/organized at least once every 6 weeks, not only during your Snack Parent work-day.
- Maintain shelves and drawers, keeping them appropriately labeled and organized.
- Keep products stocked and hallway organized.
- Pays particular attention to area where art supplies are kept (paint brushes, etc.). Keeps art area clean, neat, and tidy.
- Checks first aid cabinet monthly, restocking as needed.