

Serra Preschool Board Position Descriptions

President

- Creates an agenda for both the Board Meetings and General Meetings.
- 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 the Parent Handbook and By-laws and works with Director to make necessary changes.

Vice president

- Responsible for assigning a job to each member.
- Addresses members’ concerns/questions about their assigned job and holds them accountable.
- Creates and oversees the general meeting potluck binder.
- Coordinates Board Meeting Childcare and sends email reminders.
- Responsible for membership goodwill gestures as encountered throughout the year (dinner sign-ups for families with new babies, group condolences for deaths, etc.) along with the social.
- Coordinate with Social Media/Website Job to ensure that all members required to post information on the website are doing so.

Secretary

- Responsible for taking minutes of all meetings.
- Produces and maintains records of attendance of all meetings.
- Responsible for posting minutes from board and general meetings in binder and on the website.
- Set up calendar on Shutterfly account including all school events, school holidays, field trips, kids birthdays and street sweeping days.
- Update calendar as needed and post changes on website and in the Shutterfly account.

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.
- Confidentially destroy any member files older than 3 years, and keep all files for the past 3 years.
- 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 Fall Open House with Director/teacher and facilitate the making, ordering and delivering of Make-It plates.
- Coordinate Winter 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.
- 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.
- Deposits all incoming funds, including tuition.
- Keeps timely records of deposits and expenses, and sends monthly reports to the bookkeeper.
- Works closely with bookkeeper, bank, and director to make sure all finances are in order.
- Reports budget information to the board of directors on a monthly basis.
- Coordinates with other board members and jobholders to determine when members have fines due and works to collect such fines.
- Checks P.O. Box on a weekly basis.

Ways and Means

- Responsible for the organization of fundraising projects for the year.

- Works with Director/Board to present fundraising ideas and details to members.
- Determines which fundraisers shall be mandatory and which shall not.

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.

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/OCCPPNS) 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.) in coordination with the Vice President.
- Plan and implement Christmas charity project.
- 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. Website/Social Media

- Works with website manager to maintain the website in working order to represent the school and its members.
- Responsible for updates or changes associated with improving the site and membership communication.
- Handles publicity in local newspapers and posts flyers at various locations informing the public of special events at school (fundraisers, registration, etc.)
- Maintains Facebook page, keeping in mind which students have a completed social media consent form.
- Posts upcoming events and pictures of past events on Facebook and Shutterfly account.

- Reviews website monthly to ensure that it is current and coordinates with the Vice President to ensure that each member with a job that requires posting information to the website is doing so in a timely manner.

2. 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.

3. Scheduling (2 Day—Returning member)

- 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. Scheduling (3 Day—Returning member)

- 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.

5. 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!
- Work 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.

6. 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.
- Emails photos for Facebook or the website to the Website/Social Media Coordinator
- Compiles the yearbook for 2 Day with the collection of pictures taken throughout the school year.
- Organizes the purchasing/ordering of books and distributes them the last week of school.

7. 3 Day Yearbook/Photographer

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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.
- Emails photos for Facebook or the website to the Website/Social Media Coordinator
- Compiles the yearbook for 3 Day with the collection of pictures taken throughout the school year.
- Organizes the purchasing/ordering of books and distributes them the last week of school.

8. Garden Maintenance

- 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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 2015/2016 School Year are:
 - *Harvest Day (Fall)
 - *Earth Day Celebration (Spring)
 - *2 family movie nights
 - ***Note that these are subject to change.

14. Special Events Team (2 people)

- Assist Special events Coordinator with all tasks as needed

15. 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.

16. Teacher's Assistant/ Appreciation (3 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.
- Assist the Director/Teacher with any other special projects.

17. Field Trip Coordinator

- Plans for and makes all arrangements for monthly field trips to be attended by students and their family members.
- 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.
- 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.)

18. 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.

19. General Meeting Coordinator

- Responsible for arriving at school by 5:30 pm to set up for the general meeting potluck.
- Stays after each meeting to clean up, wash dishes (minimal), and put tables away.
- Email reminder each month to members who have signed up to bring items to potluck.

20. 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.

21. 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.

22. 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.

23. 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.

24. Scholastic Books

- 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.

25. Shed Organizer 1

- Responsible for maintaining shed cleanliness and organization.
- 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.)

26. Shed Organizer 2

- Responsible for maintaining shed cleanliness and organization.
- 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 sheds need to be cleaned at least once per month.

27. Ways and Means Assistant

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

28. Newsletter

- Creates a monthly newsletter to be distributed at each monthly general meeting and posted on the website.
- Sends an email reminder to Director and Board of Directors 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.

29. Kitchen and Hall Organizer/Recycling

- Keep the kitchen stocked (coordinate with the purchaser) and thoroughly cleaned and organized throughout the year.
- Kitchen should be checked mid-month and cleaned/organized at the end of each month.
- Label shelves and drawers labeled and organized.
- Keep products stocked and hallway organized.
- Recycling: Raise awareness with membership, organize, collect and process all recycling (cans and plastic bottles) brought to school by membership.
- Turn in all receipts to the treasurer each month. Collection should be done weekly or as needed throughout the week.