



## 2015-2016 PARENT JOB DESCRIPTIONS

### BOARD OF DIRECTORS

- Manages routine business relating to the affairs of the school
- Selects and engages the school's teachers and assists them in promoting their program for the children
- Determines tuition, fees and health requirements
- Reviews and approves the treasurer's management of school funds
- Appoints special committees as needed (hiring, nominating, etc.)
- Communicates with parents regarding school business and with the public regarding general school information

### MEMBERS OF THE BOARD OF DIRECTORS

(\* = Executive Board position)

#### Job Description: Board Chairperson\*

Time Commitment: 15-20 hrs. Per month

Position requires strong organization skills and leadership abilities. Must be willing to take a stand on issues without compromising other members' input. Must understand how the school operates, board functions and understand the school's financial situation as represented on financial sheets. Position requires a one-year commitment, and is generally filled with the previous years' Vice Chairperson.

- Preside over monthly Board Meetings
- Act as liaison between Board, parents, and staff when necessary
- Communicate Board decisions to staff members
- Prepare staff contracts
- Make a presentation at SNS orientation
- Work on various sub committees (hiring committees, by-lay review, salary review, etc.)
- Attend as many school functions as possible throughout the year

#### Job Description: Vice-Chairperson\*

Time Commitment: Approx. 2-3 hours per month depending on division of duties between Chairperson and Vice-Chairperson

This position requires a two-year commitment. Primary responsibilities are to observe and assist Chairperson in anticipation of serving as Chairperson the following year.

- Attends Executive and full board meeting to learn how the school operates
- Officiates at board meetings when the Chairperson is absent
- At the request of the Chairperson, assists with any Chairperson duties
- Serves on any subcommittees as deemed necessary
- Submits SNS newsletter

#### Job Description: Committees Chairperson\*

Time Commitment: Approx. 10 hours per month

This position requires strong communication and organizational skills.

- Maintains and updates the schools organizational outline with job descriptions for the board
- Responsible for ensuring the productivity of all work committees and reporting discrepancies to the board for action
- Ensures every enrolled family is assigned to a work committee
- Addresses committee issues brought to attention by Committee Chairs, teachers/staff, and/or individual committee members
- Maintains an open line of communication among teachers/staff and Committee Chairs throughout the school year
- Attends monthly executive board meetings and bi-monthly full board meetings
- Works on various sub-committees (i.e. by-law review) as deemed necessary
- Assist Chairperson and Vice-Chairperson with duties as requested

### **Job Description: Secretary\***

Time Commitment: Approx. 3-4 hours per month

- Strong typing skills recommended
- Responsible for attending full board and executive board meetings, open house and school events
- Records and distributes minutes at full board and executive board meetings
- Minute taking involves transcribing what is communicated during a board meeting and then typing them into a template.
- May be required to make changes to the board minutes based on the board's feedback
- Copies and distributes minutes at each board meeting
- Records any voting that occurs at board meetings and transcribes those votes into the minutes as permanent record

### **Job Description: Treasurer\***

Time Commitment: 6-8 hours monthly

Experience in bookkeeping and/or accounting is highly recommended.

- Responsible for receiving and dispersing all funds with board approval
- Submits a current financial statement at each board meeting
- Prepares and presents a budget for the next fiscal year to the board for approval
- Prepares a recommendation for teacher's salaries and tuition increase for the following fiscal year as appropriate
- Prepares payroll monthly
- Assist billing person for collection of tuition payments as necessary
- Attends executive and full board meetings monthly

### **Job Description: Billing Representative\***

Time Commitment: 3 billing cycles throughout the year. Each cycle is 2-3 hours after initial setup of accounts. This may also take 2-3 hours depending on billing method.

This position works closely with the SNS Treasurer.

- Distributes tuition bills and collects payments
- Provides Treasurer with accurate records of tuition payments received

**Job Description: Registrar\***

Time Commitment: Approx. 4-5 hours a month (fluctuates as needed)

Acts as a liaison person between the community and the school.

- Provides and distributes written information regarding SNS
- Communicates and emphasizes the "co-operative" philosophy to perspective and enrolling families
- Accepts applications, maintains an enrollment record and determines classes
- Maintains the waiting list
- Arranges classroom observation visits for families interested in enrolling in SNS
- Updates board members and teachers regarding changes in enrollment.
- Reviews scholarship requests for eligibility and makes recommendations to treasurer
- Attends executive and/or full board meetings monthly

**Job Description: Family Events Chairperson**

Time Commitment: Requires attendance at each planned event (approximately 4 hours per event which includes event time, set-up and clean-up. Annual spaghetti dinner usually requires additional set-up the night prior). Attends bi-monthly board meetings. Committee planning meetings and general event planning requires approx. 2-3 hours a month.

This position(s) is responsible for organizing school-wide functions

- Organizes 4 annual SNS family events & committee meetings to plan events
- Works with committee to make phone calls to request donations for events (food, drinks, giveaways etc.)
- Works with committee to pick up donated items and/or items needing to be purchased for events, arrange set-up & clean-up of events
- Creates flyers and posters to advertise events
- Attends bi-monthly board meetings

**Job Description: Publicity Chairperson**

Time Commitment: During the year devotion can be as low at 2-4 hours a month. Promotes SNS in a positive light through the use of local media and advertising; therefore increasing enrollment and visibility. Secondly, generates advertising income for the school.

- Attends bi-monthly board meetings and prepares an update to members
- Composes and submits pictures and information to local media on a regular basis to promote the school in a positive light
- Handles the social media for the school including Facebook
- Develops ideas for additional exposure for the school
- Notifies community calendars of events going on at the school
- Reports to Executive Board

**Job Description: Parent Work Committee Chairperson**

Time Commitment: Approx. 2-3 hours per month. Responsible for assisting with the general upkeep of the school and school grounds

- Obtains a work list from teachers and confers with the Committee Chairperson regarding the work to be completed including classroom set up in August & closing in June
- Determines work dates and notifies committee members
- Organizes with the Administrative Coordinator the purchasing of required materials

- Responsible for distributing items for repair and/or construction projects among committee members

**Job Description: Fundraising Chairperson**

Time Commitment: Approximately 4 hours per month. More hours of service are required at the beginning and conclusion of the two annual fundraisers, as well as any supplemental fund raising events. This position organizes with committee members fundraising activities for SNS.

- Organizes meetings with committee members as needed. An initial committee meeting will occur before the start of the school year to determine potential fundraisers, timelines, and projected profit expectations. At this meeting chair will lead discussion and delegate responsibilities to committee members.
- Responsible for keeping committee members informed and ensure that all members are participating and involved with the fundraising process.
- Works closely with the Administrative Coordinator and billing chair to determine families who are participating in the "buy-out" option. Chair is responsible for assisting with the collection and reporting of this data before the October billing period. As the year progresses the chair is required to monitor any additions or deletions to the "buy-out" list.
- Works closely with the treasurer in order to ensure that all fundraising monies collected are delivered within 72 hours of collection. Expenses associated with fundraising are to be shared with the treasurer in a timely manner to provide on time payment of bills.
- Attends board meetings every other month to report on committee actions.

**Job Description: Housekeeping Chairperson**

Time Commitment: Approx. 3-4 hours per month, communicates directly with teachers/Administration. Coordinates with committee to set up cleaning schedule.

- Responsible for assisting with the general upkeep of the school
- Performs routine housekeeping duties in assigned room on a monthly basis (twice a month in January and February); mopping, sponging down, vacuuming, washing, sanitizing, etc.
- Brings items home for laundering as needed
- Cleans carpets using a carpet cleaner (vacuum) every 3 months (Nov., Feb., May)
- Cleans used classroom toys weekly
- Attends board meetings every other month to report on committee actions

**Job Description: Class Coordinators**

Time Commitment: Approx. 2-3 hours per month

This position requires strong communication and interpersonal skills. Two's classes do not have an Assistant Class Coordinator. Attends Board meeting (2 hours every other month)

- Communicates information between families of their respective class, teacher, and board (time varies per month, but by using email maybe approx. 1 hr. per month)
- Collects required forms at beginning of year (1-2 hours)
- Coordinates with teacher and Assist Class Coordinator class related activities, including training sessions, assisting schedules
- Works closely with teacher on classroom activities and assist teacher as needed
- Available to facilitate class-teacher/parental communication.
- Updates communication log monthly (1/2 hr. per month)
- Attends Open House and SNS Orientation (5/6 hr. per event)
- Organizes holiday/end of year/teacher appreciation gift buying for class (2 hrs.)
- Welcomes, orients, and trains families who enroll mid-year

- Provides information for the bi-monthly newsletter

## **COMMITTEE POSITIONS**

### **Job Description: Assistant Class Coordinators**

Time Commitment: Approx. 2-3 hours per month

This position works closely with their Class Coordinator

- Prepares and distributes the assisting schedule based upon parent and teacher requests
- Works with families regarding "buy-out" requests to create assisting schedule and notifies Treasurer for proper billing
- Works with and assists Class Coordinator as necessary
- Places phone calls and or e-mails to class parents upon request
- Represents Class Coordinators at board meetings as needed

### **Job Description: Class Librarians (3s and 4s class specific, 4 total)**

Time Commitment: Approx. 2-3 hours per month

- Arrives early to SNS on previously determined "library days" to display books for borrowing. Assists children in making weekly book selections
- Tracks books as they are borrowed and returned

### **Job Description: Webmaster**

Time Commitment: Requires approx. 2/3 hours during late August/Early September. Throughout the school year requires approx. 2 hours bi-monthly

- Updates website with biographies, meeting minutes, class info, events, etc.
- Works with Registrar to incorporate all families into website for communications purposes

### **Job Description: Parent Work Committee Members (6)**

Time Commitment: Approx. 2-3 hours per month

- Responsible for the general upkeep of the school and school grounds
- Repairs, paints and performs general maintenances at SNS
- Assists the teachers with the set-up of classrooms in August and closing in June

### **Job Description: Family Events Committee Members (9)**

Time Commitment: Requires attendance at least 3 of the four traditional SNS events.

Attendance at the annual spaghetti dinner in September is mandatory, as this is the largest event. Events are typically 2 hrs. long plus set-up and clean-up for at least an hour before and after each event. Committee members may choose to come for just a portion of each event.

- Requires attendance at 1-2 planning meetings held during the year lasting approx. 1-2 hours long. Event planning/coordinating requires approx. 1-2 hours per month.
- Helps to plan and carry out tasks for the traditional 4 annual SNS family events (typically held in Sept., Dec., Feb., and May)
- Attends committee meetings to plan events (at least 2 to 3 meetings are held during the year)
- Works with committee to make phone calls requesting donations for events and/or picks up items needing to be purchased
- Works with committee and volunteers to set-up and clean-up events

**Job Description: Fundraising Committee Members (3)**

Time Commitment: Approximately 1 hour per month. Additional hours may be required during the 2 annual fundraising events. Responsibilities of committee members are to assist fundraising chair in the execution of fundraising programs. Specifically but not limited to:

- Planning/Organization of fundraisers
- Labeling and distribution of materials
- Collection of orders and monies
- Distribution of products upon delivery
- Communication with class families regarding fundraising programs
- Promotion and involvement in supplemental fundraising program

**Job Description: Large Muscle Room Committee Member (4)**

Time Commitment: Approx. 2-3 hours every other month, combines set up and housekeeping into one position

- Assists teachers with the set-up of the Large Muscle Room in Sept. and closing in June
- Rotates toys and sets-up theme centers (beauty shop, ice-cream stand, etc.)
- Changes large climbing equipment as needed
- Maintains and rotates wall hanging and room decorations
- Performs routine housekeeping duties on a monthly basis (twice in January and February); mopping, sponging down, vacuuming, washing, sanitizing, etc.
- Brings items home for laundering as needed
- Assists teachers in arranging classroom centers and bulletin boards based on lesson plans

**Job Description: Housekeeping Members (9)**

Time Commitment: Approx. 3-4 hours per month; reports to Committees Chair. Responsible for assisting with the general upkeep of the school

- Assists teachers with setting up classrooms in September and closing down in June
- Performs routine housekeeping duties in assigned room on a monthly basis (twice a month in January and February); mopping, sponging down, vacuuming, washing, sanitizing, etc.
- Brings items home for laundering as needed
- Cleans carpets using a carpet cleaner (vacuum) every 3 months (Nov., Feb., May)
- Cleans used classroom toys weekly

**Job Description: 4's Field Trips (2, one per class)**

Time Commitment: 1-2 hours per event, SPECIFIC TO 4s CLASSROOMS ONLY

- With teacher assistance, prepares field trip schedule and makes arrangements for trips (i.e. carpools etc.)
- Prepares informational flyers for children's backpacks
- Collects money in Sept. from parents, if needed, to cover costs and provides to Treasurer
- Keeps trip record of attendance for each child in class and sends out thank you notes

**Job Description: Recycling Program Coordinators (1)**

Time Commitment: 1-2 hours a month

- Collection of recycling materials for Nickelback program
- Notifies SNS families of collection days and collection drop off area through e-mail, newsletter, and mail

**Job Description: Crafts (6)**

Time Commitment: 2 – 4 hours a month

- With teacher oversight, prepare items to be used in classroom for craft projects

**Job Description: Health Forms (1)**

Time Commitment: Approx. 2 hours per month (may require more at beginning of school year)

- Reviews all health forms for enrolled children to ensure completeness
- Works with Class Coordinators to contact families who have not submitted their child's health form by required date
- Works with Administrative Coordinator to submit required paperwork to New York State

**Job Description: Book Orders (2)**

Time Commitment: 2-3 hours per month

- Arrange Scholastic Book Orders with teacher assistance
- Keep track of rewards and place orders using rewards for teachers
- Specific to 3s and 4s classrooms only

**Job Description: Classroom Staging (6)**

Time Commitment: 2-3 hours every few months

- Specific to 4s classroom only
- Assists 4s teacher in arranging classroom centers and bulletin boards based on lesson plans

**Job Description: Helping Hands (6)**

Time Commitment: 6 additional assists throughout the school year

- An additional assistant in the classroom to provide an extra set of hands for holiday parties, crafts and large projects
- No more than 1 per month, teacher will provide ample notice as to when you are needed
- Assists as needed for all classrooms