



2020-2021 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 two year commitment-one year as chair and then second year as "consultant"-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 three year commitment-one year as vice chair, one year as chair and final year as "consultant." 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.

- Attends all monthly executive board meetings
- Maintains and updates the schools organizational outline with job descriptions
- 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
- 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

This positions requires strong typing skills and great attention to detail

- Responsible for attending all monthly 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.

- Attends executive and full board meetings monthly
- Responsible for receiving and disbursing all funds with board approval
- Prepares & submits bank deposits
- Payment of bills & reimbursements as needed
- 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

Job Description: Billing Representative*

Time Commitment: 2 billing cycles throughout the year (August and February). Each cycle is 2-3 hours after initial setup of accounts. This may also take 2-3 hours depending on the billing method. This position works closely with the SNS Treasurer.

- Attends all monthly board meetings
- 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.

- Attends all monthly Board meetings
- Provides and distributes written information regarding SNS to prospective families
- Communicates and emphasizes the "co-operative" philosophy to prospective 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

Job Description: Webmaster (1)

Time Commitment: Requires approx. 2/3 hours during late August/Early September.

Throughout the school year requires approx. 2 hours bi-monthly

- Requires the knowledge and ability to manage and maintain a WordPress website for SNS
- Work in coordination with the Publicity Coordinator and SNS Board of Directors to update the school and class information, events, photos, publicity and other information as needed

Job Description: Publicity & Marketing Coordinator (1)

Time Commitment: During the year devotion can be as low as 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.

- Composes and submits pictures and information to the SNS Webmaster and 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 Committees Chair with monthly updates

Job Description: Class Coordinators (1 per class)

Time Commitment: Approx. 2-3 hours per month

This position requires strong communication and interpersonal skills.

- Attends board meetings every other month to give updates about the class
- Creates and distributes Classroom Assisting Schedules to parents and teachers 2 months in advance to allow families adequate planning time
- 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) and disburses forms to teachers and/or Administrative Assistant as needed
- Works closely with teacher on classroom activities and assist teacher as needed; including teacher/parent communication
- Organizes holiday/end of year/teacher appreciation gift buying for class (2 hrs.)
- Welcomes, orients, and trains families who enroll mid-year

Job Description: Family Events Chairperson (1)

Time Commitment: Requires planning of and attendance to (as appropriate) 4 Family Events (approximately 4 hours per event which includes event time, set-up and clean-up). Committee planning meetings and general event planning requires approx. 2-3 hours a month.

- Attends board meetings every other month to provide updates on functions, etc.
- Organizes 4 annual SNS family events & committee meetings to plan events
- Works with the 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
- Communicates with the SNS Webmaster and Publicity Coordinator to advertise and share event information

Job Description: Parent Work Committee Chairperson (1)

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

- Attends board meetings every other month to provide updates on ongoing/future projects
- 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: Housekeeping Chairperson (1)

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

- Attends board meetings every other month to provide updates on cleaning/supplies etc.
- Responsible for assisting with the general upkeep of the school
- Performs routine housekeeping duties in assigned room on a weekly basis (or as deemed appropriate by the SNS Board); mopping, sponging down, vacuuming, washing, sanitizing, etc.
- Cleans carpets using a carpet cleaner every 3 months (Nov., Feb., May)
- Cleans used classroom toys, tables, furniture etc. weekly

Job Description: Large Muscle Room Chairperson (1)

Time Commitment: Approx. 3-4 hours per month, communicates directly with Administrative Assistant, teachers and the SNS Board. Organizes and communicates with the Committee to set up cleaning schedules and play center organization in the Large Muscle Room.

- Attends board meetings every other month to provide updates on set up/cleaning/supplies etc.
- Communicates with the committee to organize and plan cleaning and set up schedules under the guidance of SNS Board and school staff
- Ensures thorough cleaning and sanitizing of the Large Muscle Room, including but not limited to toys, furniture, sink etc

COMMITTEE POSITIONS

Job Description: Family Events Committee Members (6 - one per class)

Time Commitment: Requires planning four SNS events (attendance required as appropriate). 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 to at least 2-3 committee 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 4 annual SNS family events (typically held in October, December, February and May)
- 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: Parent Work Committee Members (3)

Time Commitment: Approx. 2-3 hours per month

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

Job Description: Housekeeping Members (12 - 4 per classroom)

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

- Assists teachers with setting up classrooms in September and closing down in June
- Performs routine housekeeping duties in assigned classroom on a weekly basis (once per month per family) or more as deemed necessary by the SNS Board - mopping, sponging down, vacuuming, washing, sanitizing, etc.
- Cleans carpets using a carpet cleaner every 3 months
- Cleans used classroom and large muscle toys weekly

Job Description: Large Muscle Room Committee Member (4)

Time Commitment: Approx. 2-3 hours every 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 and sets-up play centers (beauty shop, ice-cream stand, etc.)
- Maintains and rotates wall hanging and room decorations
- Performs routine housekeeping duties on a schedule deemed appropriate by the SNS Board and LM Room Committee Chair; mopping, sponging down, vacuuming, washing, sanitizing, etc.
- Assists teachers in arranging classroom centers and bulletin boards based on lesson plans

Job Description: Fundraising Committee Members (3)

Time Commitment: Approximately 1 hour per month. Additional hours may be required during the 2 annual school-based fundraising events and 1 open-to-the-public fundraising event. Responsibilities of committee members are to work together, with guidance from the SNS Board, to plan and execute fundraising programs. Specifically but not limited to:

- Communication with class families regarding fundraising programs
- Works closely with the Administrative Coordinator and Billing Chair to determine families who are participating in the "buy-out" option
- Communication with SNS Board Treasurer regarding financial transactions in a timely manner
- Promotion of fundraising program via flyers, email and/or cooperating with the SNS Publicity Representative and Webmaster
- Labeling and distribution of materials, collection of orders and money, and distribution of products (if applicable)

Job Description: Crafts & Helping Hands (6-one per class)

Time Commitment: 2 – 4 hours a month

- With teacher oversight, prepare items to be used in the classroom for craft projects
- Assists teacher in arranging classroom centers and bulletin boards based on lesson plans (as requested)

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 and compliance with New York State health mandates
- 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