



JOB DESCRIPTIONS

As a cooperative preschool, our teachers are the only paid staff. Parents are responsible for every aspect of running our school. The following are the jobs that must be filled in order for our school to run smoothly. Please look over the jobs listed and choose five that you would be interested in holding. Keep in mind that the Board makes job assignments based on the needs of the Co-op. Please don't hesitate to contact a Board member if you need more information about any job.

Committee Chairs

The Committee Chairs report to specific Executive Board members and attend monthly Board meetings as needed to report on their committee activities. The Committee Chairs direct the programs, activities and functions that make up the heart of the preschool program at WCCNS. Committee Chairs will oversee a committee of Co-op members; they are responsible for scheduling committee meetings before committee events to organize.

Breakfast with Santa Committee Co-Chairs (2)

Plans, carries out, and reports on annual Breakfast with Santa event, held in December. Directs a committee of 6. Work on this event begins in October. Attends October, November, and December Board meetings. Must work closely with the Fundraising Committee to ensure successful event.

Fall Dad's Night Committee Chair (1)

Working with the teachers and Board, plans and carries out Fall Dad's Night, held in October. Directs committee of 1. Attends September and October Board meetings.

Fundraising Committee Chair (1)

Plans, carries out, and reports on any school fundraisers (Dine to Donate, Breakfast with Santa, Spring Fundraiser). Chair is required to attend Board meetings in the months of September, November, January, March, and May. Fundraising Chair must solicit for donations and oversees the assembly of raffle baskets for Breakfast with Santa and coordinates their assembly and delivery to the BWS Chairs. Directs committee of 2.

Housekeeping Committee Chair (1)

Provides committee members with a list of cleaning duties and schedules an orientation meeting for committee members after the school setup meeting. Committee members take turns supervising the cleaning of the classrooms every month (averages 2-3 Saturdays per year – no children allowed during cleaning). Must attend school set up in September and school take down in May. Communicates with 2nd VP regarding cleaning supply inventory and need for ordering. Directs a committee of 5.

May Gathering Committee Chair (1)

Working with the teachers and Board, plans and carries out May Gathering (work begins in April). Attends Board meetings as needed to report on event. Directs a committee of 1.

Outdoor Equipment Committee Chair (1)

Chair is responsible for working with 2nd VP to prepare a plan for playground and outdoor equipment maintenance and improvement: Maintains and repairs outdoor equipment. Maintains playground, including spraying weeds, spreading mulch, clearing garbage and other debris, and sanding and repairing nail pops on playsets to ensure playground safety. Inspects the playground monthly and makes any needed fixes. Prepares playground prior to the beginning of school. Must attend school set-up in September and school take-down in May. Maintains updated inventory of school outdoor equipment. (This job is busiest in the weeks before school starts and in the spring.)

Committee Members

These positions report to a committee chairperson overseeing the specific activity or function. Our committees are in charge of the programs, events and activities that make up the heart of our preschool program at WCCNS. Committee members are required to attend any meeting schedule by the committee chair to ensure equal participation.

Breakfast With Santa Committee (6 committee members)

Plans, carries out, and reports on annual Breakfast with Santa event, held in December. Must attend any meetings organized by committee chair.

Fall Dad's Night Committee (1)

Working with the teachers and Board, plans and carries out Fall Dad's Night, usually held in October. Must attend any meetings organized by committee chair.

Fundraising Committee (2)

Plans, carries out, and reports on any school fundraisers (Dine to Donates, Breakfast with Santa, Scholastic Books, Labels for Education, Spring Fundraiser). Chair or committee member may be asked to attend Board meetings to report or to report or to take direction on fundraising activities. Must attend any meetings organized by Committee Chair. Distributes

Scholastic book order forms to parents, collects and places the book order, and distributes the books upon arrival. Collects and submits Campbell's Soup labels to the Labels for Education Program.

Housekeeping Committee (5)

Chairman schedules parents to clean the classrooms and provides committee members with a list of cleaning duties. Committee members take turns supervising the cleaning of the classrooms every two weeks (averages 2-3 Saturday mornings per year). Must attend school set up in September and school take down in May. Must attend any meeting organized by committee chair.

May Gathering Committee (1)

Working with the teachers and Board, plans and carries out May Gathering. Must attend any meetings organized by committee chair.

Outdoor Equipment Committee (3)

Maintains and repairs outdoor equipment. Maintains playground, including spraying of weeds, spreading mulch, clearing garbage and other debris, and sanding and repairing nail pops on playsets to ensure playground safety. Inspects the playground monthly and makes any needed changes. Prepares playground prior to the beginning of school, with the direction of the Executive Board. Attends school set-up in September and school take-down in May. Maintains updated inventory of school outdoor equipment. (This job is busiest in the weeks before school starts and in the spring.)

Teacher Support

These positions report directly to our teachers and perform certain special functions for them which allow them to focus their attention on their classes.

Craft Suppliers/Laminator (2 – one for each teacher)

At the teacher's direction, traces patterns, precuts paper, and generally assists in advance preparation of craft projects. Checks and refills paint, glue, glitter, etc. weekly. Laminates items needed for the classroom. You will receive training on the use of the school's laminator. This job has some responsibilities that can be completed at home.

Board Support

These positions provide additional help to the Executive Board and the school in general.

Class Representative (4)

Acts as liaison between class, teacher, and Executive Board. **Attends all monthly Board meetings as an appointed voting Board member.** Must communicate important Board meeting information after the meetings to families in your class. Schedules parent working days. Makes and distributes monthly calendar of classroom workers. Working with the teachers and Board, plans and carries out Carnival Day, usually held in March. May coordinate social events (i.e. coordinate a Shutterfly or Facebook page for class, organize after/before school lunches, outings) to encourage families to socialize and build relationship with one another. Assists teach in taking pictures, especially on the first day of school. Keeps count of days worked by class parents to ensure equity and distributes totals monthly and reports totals for 1st VP. Class reps participate in school set-up and take-down.

Health Chairperson (1)

Double checks student files and confirms health forms are completed for all enrolled children at the beginning of the school year and develops a master birthday calendar to keep immunizations up to date, reminding parents before forms expire. Speaks as needed about various health issues. Maintains all school first aid/emergency kits. Notifies the school when a communicable disease is present in the school. It is helpful, but not required, that this person be a nurse or other health care professional.

Publicity Coordinator (1)

This position, reporting to the Secretary, manages the SpiritWear Program, our school's Facebook page and website, open house advertising and flyers, signs and distributions, and any print advertising the school may need.

Junior Treasurer (1)

This position, reporting to the Treasurer, collects and deposits tuition monthly. Makes occasional deposits throughout year from fundraising events such as Breakfast With Santa and Book Fair. Turns in deposit slips to the Treasurer each month to record.

Scholastic/Labels Coordinator (1)

This position is in charge of the Scholastic Book Fair, distributing and coordinating book orders, as well as collecting and turning in Labels for Education.

**West Chester Cooperative Nursery School
Job Request 2017-2018**

Name: _____

Phone Number: _____

Child's Class: Toddlers 3's Class 4's Class Older 4's & 5's

Please look over the job descriptions and choose 5 jobs you would be interested in holding at WCCNS.
You may be placed in any of these jobs depending on the Co-op's needs.

Please indicate 5 job choices

Optional: Indicate related training/interest

What job(s) have you had previously at WCCNS?

Please tell us any additional information about you, your family situation or your work schedule that would be helpful in determining your job assignment. For example: if you work full time and need something that can be done evenings and weekends, if you have a child in soccer and you won't be available any Saturday until November, if you are pregnant and won't be able to work for a few weeks, if you have a vacation planned – the more info we have the better job placement we can make!

If you have questions about the jobs, please contact Julie Hellyer at jhellyer@golovelive.com.

Please bring this completed form to May Gathering on **Wednesday, May 10, 2017.**

Or return ASAP to: WCCNS
9463 Cincinnati-Columbus Road
West Chester, OH 45069

****IF YOU DO NOT RETURN THIS FORM, YOU WILL BE PLACED IN AN OPEN JOB****