

Parent Job List & Descriptions

Board Positions:

1. Co-Chairperson (position 1)*
2. Co-Chairperson (position 2)*
3. Secretary*
4. Treasurer*
5. Sunflower Class Parent Coordinator*
6. Caterpillar Class Parent Coordinator *
7. Salmon Class Parent Coordinator *
8. Parent Advisory Council (PAC) Representative*
9. Teacher Liaison*
10. Risk Management Coordinator I*
11. Enrollment Coordinator I*
12. Development Chair*
13. Alumni Representative
14. Board Member At Large

*= Executive Board members

Standard Positions:

15. Working Grown-up Scheduler
16. Tuition Collector/ Treasurer Assistant
17. Parent Jobs & New Parent Orientation Coordinator
18. Enrollment Coordinator II
19. PR & Office Support Coordinator
20. Web master and PR support
21. Social Events Coordinator
22. Scrip Receipt Program, T-shirts and Development Support
23. Development I (Giving Letter & Movie Matinee)
24. Development II (Fall Festival & Silent Auction)
25. Supplies & Storeroom Manager
26. Art Coordinator/Librarian
27. Monthly Cleaning and Furniture Moving Coordinator
28. Maintenance Coordinator
29. Playground Coordinator/Lawn Mower
30. Salmon Class Field Trip Coordinator
31. Classroom Towels & Smocks Laundry (position 1)
32. Classroom Towels & Smocks Laundry (position 2)
33. Environment Support Person
34. Information Coordinator & School Historian
35. Development Assistant
36. Grant Writer
37. Church Liaison
38. Teacher Supervisor
39. Risk Management Coordinator II

1 & 2. Chairpersons (Executive Board Members)

The Chairpersons are responsible for the overall coordination and management of the preschool's operation. This position is a voting member of the Preschool Board.

The Chairperson(s) must:

- Plan and preside over Executive Board meetings and the all-school meetings.
- Oversee the work of the Executive Board members and committee chairs.
- Act as supervisor for the classroom teachers and bookkeeper.
- Create a school calendar for the school year.
- Oversee the planning of orientation
- Act as resource person for the Class Coordinators.
- Work with the Jobs Coordinator to assign parent jobs and follow-up throughout the year.
- Serve on the Scholarship Committee.
- Ensure that the Social Justice, Strategic Planning, and School Evaluation committees have chairpersons designated.
- Attend pertinent school workshops.
- Negotiate contracts with all parties.
- Arrange for selection of officers for the following year.
- Oversee the school's annual evaluation process.
- Audit the Treasurer's records on a monthly basis.
- Serve as Moderators of the RVCP Google group.
- Meet with teachers every other month to communicate about relevant all school and classroom issues.
- Participate in mid-year and end-of-year teacher evaluations with teacher liaison and supervisor.
- Keep records and pertinent information helpful in doing this job in the job folder to pass on the next Chairperson.
- Maintain confidentiality according to the Board Member's Agreement.

3. Secretary (Executive Board Member)

The Secretary serves as the official record keeper of the co-op. This position is a voting member of the Preschool Board.

The Secretary must:

- Attend all board meetings.
- Record the minutes, act as time keeper and take attendance at all Executive Board meetings. If the Secretary cannot be present at a Board or all-school meeting, he/she must arrange for a substitute to take minutes at the meeting.
- Highlight in the minutes the action items voted on during the meeting.
- Send out minutes for review by the board before posting to the school.
- Post a copy of meeting minutes for all co-op members on the bulletin board.
- Send the Webmaster and newsletter coordinator monthly updates from board meetings to be posted/shared with the community (i.e. open house dates, upcoming all-school votes, development event information).
- Prepare or respond to any official correspondence as directed or requested by the Board.
- Work with Co-chairs, development chair and coordinators to prepare thank you letters on behalf of the preschool, including for donations to the giving letter and auction.
- Keep a file of all records of the cooperative, including Meeting Minutes with Board Meeting Attendance and record of all proposals and decisions included and Newsletters. At the end of the school year, file the records in the school file cabinet. Personnel records should be kept separate and locked if possible.
- If a Class Coordinator is absent from the board meeting, email a brief synopsis to the absent Class Coordinator before the monthly parent meeting regarding what all-school business needs to be communicated to their respective classes.
- Keep track of proposed changes to handbook and update handbook at year's end.
- With Co-chairs, serve as Moderator of the RVCP Google group.
- Add new family email addresses to the RVCP Google group and act as point person for Google group-related User questions.
- Keep records and pertinent information helpful in doing this job in the job folder to pass on to the next Secretary.
- Maintain confidentiality according to the Board Member's Agreement.

4. Treasurer (Executive Board Member)

The Treasurer has the overall responsibility for overseeing RVCP's financial matters. This position is a voting member of the Preschool Board.

The Treasurer must:

- Attend all board meetings.
- Interface/coordinate with the school's contracted bookkeeper, providing debit and deposit information/records, tax forms, payroll information, and any other information relevant to bookkeeping.
- Pay bills and process reimbursements (write checks).
- Disburse employee paychecks to ensure employee receipt of check by the last business day of the month.
- Oversee & coordinate initial budget preparation, budget revisions, and budget updates.
- Keep the Board and membership apprised of financial matters; present monthly budget status reports.
- Help assess and make recommendations regarding fundraising needs.
- Oversee bookkeeper's work (periodic audit of reconciled bank statements).
- Receive and assess scholarship applications; chair the Scholarship Committee composed of the Co-chairs, Enrollment Coordinator I, and the Treasurer.
- Help manage financial records (files management).
- Sign prepared tax forms.
- Review year-end financial statement (profit/loss report) generated by bookkeeper.
- Coordinate 990 tax filing.
- Check the treasurer mail folder at least twice a week.
- Attend SCC/PAC Treasurer training in the fall.
- Complete SCC scholarship assistance applications (Fall/Spring).
- Provide financial information for the April drafting of annual teachers' contract.
- Draft/revise annual bookkeeper contract.
- Review the tuition collection procedures at the beginning of the year.
- Work with the Tuition Collector/ Treasurer Assistant to enforce the In Good Care Policy when needed.
- Prepare and maintain records of tuition and other fees collected for each preschool family, and of all other income items received for the preschool.
- Prepare bank deposit twice a month, and deposit funds at bank.
- Follow up with families as necessary to ensure that tuition is collected on a timely basis.
- Work with the Development Chair to coordinate the collection, depositing and accounting for revenue from the annual fundraising events.
- Maintain a job folder of records and pertinent information to pass on to the next Treasurer.
- Maintain confidentiality according to the Board Member's Agreement.

5, 6 & 7. Class Parent Coordinator(s) (Executive Board Members)

This position (one per class) functions as a liaison between and among the parents of the class and the teachers. These are voting members of the Preschool Board.

The Class Coordinator must:

- Attend all Board Meetings. Take notes on all school business that needs to be communicated at class meetings.
- Talk frequently with the teachers to discuss how families are adjusting to the classroom culture and work to identify any concerns or areas that require follow-up with families to assist them in their role as a working grown-up.
- Communicate with parents to see if they want to discuss any class issues with teachers. The coordinator will ask for feedback a week before the monthly meeting and then inform teachers of the request a few days prior to the meeting so that the teachers can properly address the concern.
- Ensure that the adult to child ratio is met. Stay at school until all working grown-up s have arrived, or appoint a proxy to stay. Make appropriate phone calls to cover the shift and comply with insurance guidelines or cancel class if the class is unable to meet legal ratio as noted under *Our Classes* on page 8.
- In cases where the class is in ratio but down a grown-up or more, class coordinators consult with all appropriate team members and make the ultimate decision as to whether or not to cancel class. It is also the Class Coordinator's responsibility to communicate this decision to the class.

- If the Class Coordinator is NOT going to be at school that day, they need to appoint a proxy to make the call as to whether or not class will be held that day.
- Support teacher Liaison in the event of teacher absences. Make the call to continue class if desired ratio is not met. Cancel class if legal ratio is not met.
- Coordinate with the teachers, the parent educator and class members to develop an agenda for the monthly parent meeting.
- Run the monthly parent class meeting, take attendance to provide to the Secretary, and relay information to absent parents.
- Proactively act as liaison and facilitator to identify and resolve parent issues in the co-op. If needed, participate in training to develop facilitation/mediation skills to assist in performing this role.
- Coordinate and conduct the class votes on policy issues affecting the class in accordance with the bylaws and standing rules.
- Disseminate information from the month's board meeting.
- Maintain records on parents in good care, Alert parents whose good standing is at risk. Assist them in fulfilling their responsibility to the RVCP community. Apply the *In Good Care Policy* as necessary.
- Set a tone and culture of accepting all children where they are and expressing warmth to all children.
- Maintain job folder of records and pertinent information to pass along to the next Parent Coordinator in each class to help them in doing this job.
- At December Class Meetings, each class will make their own plan as to what they want to do during the week of teacher conferences in February.
- Work with Enrollment to provide orientation for new families who enroll after the start of the school year. Familiarize new families with the space (classroom, storage, kitchen, emergency supplies, etc.). Explain classroom jobs. Discuss how co-op works, especially expectations regarding parent jobs, fundraising, and parent meeting participation. Provide new families with the package of required registration and enrollment forms and orientation packet/parent mailbox. Walk new parents through the handbook, establish a new mailbox for them and coordinate their parent job assignment with the Co-Chairs. Track the return of registration and enrollment forms for families joining mid-year.
- Communicate to Enrollment about any family's plans to change their enrollment in a timely manner.
- Maintain confidentiality according to the Board Member's Agreement.

8. Parent Advisory Council (PAC) Representative (Executive Board Member)

This person serves as a liaison between the Seattle Central College (SCC), the other cooperative preschools associated with SCC, and the co-op membership. It is most beneficial to the co-op and to our related preschools to have experienced co-op preschool members in this role. This is a voting member of the Preschool Board.

The PAC Rep must:

- Attend PAC meetings.
- Attend all board meetings and report on PAC activities.
- Solicit requests from the Executive Board regarding PAC activities and focus.
- Hold a position on the PAC council.
- Help coordinate and publicize the cooperative preschool system.
- Assist the PAC council in providing information of interest to co-op membership through special events and/or speakers.
- Assist the Treasurer in facilitating the PAC scholarship application process for co-op members. Be aware of deadline.
- Create and distribute annual evaluations and surveys to the membership and compile the results. The school performs one evaluation in late November and one in May.
- Maintain job folder of records and pertinent information to pass along to the next PAC Representative to help him or her in doing this job.
- Maintain confidentiality according to the Board Member's Agreement.

9. Teacher Liaison (Executive Board Member)

This position functions as a liaison between the teachers and the parents of the school and the teachers and the Board. This is a position appointed by the teachers. This is a voting member of the Preschool Board.

The Teacher Liaison must:

- Coordinate coverage for teacher absences. After receiving word that a teacher will be absent, contact other teachers or appointed substitute teacher (if applicable). If unavailable, contact on-call WGU to cover shifts. Find a replacement on-call WGU, or work the shift yourself (if possible but not required) or in conjunction with the class coordinator, cancel class if legal ratio is not met.
- Attend all board meetings.
- Be a previous member of the cooperative (not an incoming parent).
- Act as an advocate for the teachers to the Board.
- Work with the teachers to respond to inquiries and issues raised by the parents.
- Work with the teachers to address issues the teachers identify as needing some attention.
- Beginning in August, work with teachers and class coordinators to update Working Grown-up (in classroom) job description cards as necessary. The cards must be ready for use by orientation.
- Create or update teacher self-evaluations.
- Arrange and participate in Mid-Year and End-of-Year teacher evaluations.
- In April, work with teachers and Co-chairs to draft/revise annual teacher contracts. Present contracts to Board for approval. Relay information to Treasurer to create contracts.
- Provide human resources support to employees (re: leave compensation, CE, benefits & insurance).
- Assist teachers in identifying and coordinating speakers/presenters to address family interests and concerns.
- Support the teachers as needed.
- Maintain job folder of records and pertinent information to pass along to the next Teacher Liaison to help him or her in doing this job.
- Maintain confidentiality according to the Board Member's Agreement.

10. Risk Management Coordinator I (Executive Board Member)

This person oversees the preschool's safety policies and practices, and conducts safety and emergency procedures training for all school members. They review the SCC Risk Management Manual and ensure that the preschool complies with all of its regulations. This is a voting member of the Preschool Board.

The Risk Management Coordinator must:

- Attend all board meetings.
- Conduct safety and emergency procedures training for all parents at the beginning of the school year.
- Post safety and emergency instructions as needed on the school premises.
- Maintain all necessary risk management forms and paperwork for the preschool.
- Send the Notice of Special Event (Appendix D in Risk Management Manual) to Seattle Central College at least 30 days before any event that is not part of the regular preschool curriculum or includes people not regularly enrolled in the preschool or college course (this includes but is not limited to picnics, bonfires, fundraising events, etc.)
- Complete safety checklist from Risk Management Manual on a quarterly basis (Sept., Dec., Mar., June).
- Remove all broken or dangerous toys and equipment. See to it that these items are repaired if possible. Coordinate with Maintenance/Playground families for repairs.
- Coordinate fire drills and earthquake drills. Designate a lead WGU in each class to initiate drills in coordination with the teachers.
- Review recommended procedures with Teachers and Board as outlined in Risk Management Manual.
- Coordinate required first aid and emergency training for Teachers and substitute Teachers.
- Coordinate provision and storage of earthquake readiness supplies on site.
- Inventory the supplies contained in the first aid kits, the latex gloves and diapers in diaper changing kit, and notify supply purchaser when low.
- Notify insurance carrier of incidents and accidents by completing the required SCC forms.
- Notify insurance carrier of any events open to the public (e.g., carnivals, open house).

- Notify the Co-chairs, teachers and Church Liaison of building maintenance problems (electrical, plumbing, and heating) and/or of any hazardous conditions in or around the facility. The Church Liaison will report problems to the appropriate church representative.
- Bring any health, safety or risk management issues to the Preschool Board for discussion.
- Maintain job folder of records and pertinent information to pass on to the next Risk Management Coordinator to help them in doing this job next year.
- Maintain confidentiality according to the Board Member's Agreement.

Risk Management Coordinators I and II are intended to work as a team and duties should be divided between them as best suits their needs.

11. Enrollment Coordinator I (Executive Board Member)

This person coordinates all contacts that new families first have with the co-op preschool. This position organizes visits by prospective families, tracks applications, processes enrollment in accordance with the co-op's rules and procedures, and communicates changes in enrollment status to the co-op. This position should be filled by the family that held Enrollment Coordinator II the previous year. This is a voting member of the Preschool Board.

The Enrollment Coordinator I must:

- Attend all Board Meetings.
- Be particularly familiar with the bylaws and standing rules regarding enrollment.
- Be available to talk on the phone with prospective parents, and to return phone calls quickly.
- Identify any issues or exception requests regarding enrollment to the Board as they arise.
- Communicate with prospective and new members regarding the philosophy of the school, family responsibilities within the school, and how to visit and enroll in the school.
- Coordinate visits by prospective members with the Teachers and class Parent Coordinator.
- Track all application forms and enrollment deposits.
- Maintain ongoing communication with applicants as to their status (either enrolled in the class or on the wait list).
- Sign up for and attend one or two relevant preschool fairs to advertise/recruit new families.
- Maintain periodic contact with members over the summer.
- Prepare and update the current roster of all classes, periodically issuing updates to all co-op members as needed during the school year.
- Communicate any changes in enrollment status (families joining or leaving during the year) to the Board and the Parent Jobs/Orientation Coordinator and Risk Manager.
- Work with Parent Jobs Coordinator to identify an Enrollment Coordinator II.
- Coordinate with Risk Management I to fill out Special Events forms for Open Houses and any other enrollment related event open to non-enrolled families.
- Maintain a job folder of records and pertinent information to pass on to the next Enrollment Coordinator to help him or her in doing this job.
- Maintain confidentiality according to the Board Member's Agreement.

Enrollment Coordinators I and II are intended to work as a team and duties should be divided between them as best suits their needs.

12. Development Chair (Executive Board Member)

This person is part of a team of families working on fundraising and development for the preschool. This is a voting member of the Preschool Board.

The Development Chair must:

- Coordinate annual fundraising plan with fundraising team and oversee execution of said plan.
- Support parents in participating in all fundraising events, in accordance with the *In Good Care Policy*. Ensure each family participates in fundraising efforts as much as possible. Apply the *In Good Care Policy* as necessary.
- Work with PR person to publicize all fund raising events both within the RVCP community and in the general community as needed.
- Oversee and support all members of fundraising team. Participate in the planning and execution of fundraising events.
- Be the liaison between the grant writer, fundraising team and the board.

- Keep the board informed of fundraising efforts.
- Attend all Board Meetings
- Work with PR person to publicize all fundraising events both within the RVCP community and in the general community.
- Maintain flyers of events and record any pertinent information in job folder to assist the next development chair.
- Maintain confidentiality according to the Board Member's Agreement.

13. Alumni Representative

This position is appointed by the Co-Chairs and is not a voting member of the Preschool Board. Position to be held by an alumnus of the school.

The Alumni Representative should:

- Work closely with Development I to include alumni in all fundraising events, including the Giving Letter.
- Create and maintain ties between RVCP and alumni both online and offline.
- Maintain alumni database. Update the database in June and January of each year (June to add recently graduated students; January to make any changes).
- Maintain close contact with Social Events Coordinator and the Development team to include alumni in all fundraising events.
- Make sure you are still on the Google RVCP group to keep abreast of happenings at the school.
- Attend monthly Board meetings.
- Brainstorm/expand on existing ways of reaching out to alumni community and bring to Board for discussion.
- Reach out to alumni community on larger legislative issues that affect the preschool.
- Create a Giving Letter directed specifically at alumni families to be issued in the spring.
- Contribute between 3-5 hours minimum to planning and executing RVCP fundraising events, working closely with the Development Chair.
- Maintain confidentiality according to the Board Member's Agreement.

14. Board Member at Large

This position is to be filled by the outgoing Co-Chair I. If the outgoing Co-Chair I declines this position, or is leaving the Preschool, this position will remain empty for that school year. This is an advisory position and the Board Member at Large is not a voting member of the Preschool Board.

The Board Member at Large should:

- Provide history and insight on previous Board decisions.
- Be available to advise the incoming Co-Chairs as questions arise.
- Work with the incoming Co-Chairs and Parent Jobs Coordinator on assigning parent jobs over the summer.
- Work with the Secretary in ensuring all changes to the handbook that were voted on during the school year are implemented.
- Participate in the Orientation Committee, which shall meet towards the end of August.
- Continue to participate in committees such as School Evaluation, Social Justice, and Strategic Planning to provide continuity.
- Attend all Board meetings.
- Maintain confidentiality according to the Board Member's Agreement.

15. Working Grown-up Scheduler

This person creates, copies, and distributes/posts the working grown-up schedule for the classes in a timely manner (at least three weeks in advance of the first of the month) taking into account the preferences of families if possible.

The Working Grown-up Scheduler must:

- Coordinate with enrollment team to distribute the Working Grown-Up Preference form to be sent out in early August to obtain working preferences for all families for September and future months.
- Prepare the Working Grown-up Schedule for September to be distributed at least two weeks before the School Orientation Meeting. Include class ratio requirements with the schedule. Work with Co-chairs to identify slow-start schedules.
- Create a schedule for every 8-10 weeks of school. Send out schedule at least 2-3 weeks in advance.

- Keep track of the amount of time each family spends in the classroom as well as number of times each family is assigned snack and on-call shifts. The responsibilities of working grown-ups should be equally distributed among the families.
- The Working Grown-up Scheduler is not responsible for finding substitutes if a Working Grown-Up is unable to fulfill his/her responsibilities in the classroom
- The scheduler is responsible for coordinating maternity leave and leaves of absence into the schedule.
- Schedules should accommodate regular needs such as employment or childcare needs. Schedules do not need to accommodate irregular events, such as appointments or vacations. These are the family's responsibility to cover.
- Keep records and pertinent information helpful in doing this job in the job folder to pass on to the next Scheduler.

16. Tuition Collector/ Treasurer Assistant

This person works with the Treasurer to collect and record monthly tuition payments, audit the monthly bank statements and school budget.

The Tuition Collector/ Treasurer Assistant must:

- Work with Treasurer to learn to use QuickBooks.
- Provide individualized invoices for each family and disseminate via email or paper in each family's school folder
- Place a folder in the tuition collector mail file to collect tuition checks, and pass folder around (with an announcement) at parent meetings.
- Make alternate regular payment plans for families who wish to designate a different day of the month for tuition payment.
- Collect \$25 late fee from any family who does not have their tuition in by the 1st or by a previously agreed upon date. (Unpaid late fees will be added onto next invoice.)
- Contact each family who is late on tuition payment by the first business day following the 1st of the month or the agreed upon due date.
- Deliver the tuition to the Treasurer for deposit.
- Support the Treasurer in apply the *In Good Care Policy*.
- Maintain job folder of records and pertinent information to pass on to the next Tuition Collector to help him or her in doing this job.

Treasurers I and II are intended to work together to provide checks and balances in the handling of the preschools finances.

17. Parent Jobs and New Parent Orientation Coordinator

This person works with the Parent Coordinators and the Chairpersons to assign jobs to parents to fulfill their cooperative commitment. This person assists in planning the parent orientation meeting at the beginning of the year, and in coordinating the orientation of new parents joining the school throughout the year.

The Parent Jobs & Orientation Coordinator must:

- Assist the Chairpersons in the assignment of co-op jobs in June.
- With orientation committee, plan and attend the all school orientation.
- Prepare, distribute and post a list of parent job assignments, and keep this list updated during the year.
- Establish formal "check-ins" with the teachers, Co-chairs, and parents in November, March, and June to ensure completion of jobs and to address any challenges and needs for support. Attend 2-3 board meetings as needed.
- Speak regularly with class coordinators regarding how parent jobs are going.
- Meet with new parents who are joining during the school year to provide them with an orientation. Familiarize new families with the space (classroom, storage, kitchen, emergency supplies, etc.). Explain classroom jobs. Discuss how co-op works, especially expectations regarding parent jobs, fundraising, and parent meeting participation. Provide new families with the package of required registration and enrollment forms and orientation packet/parent mailbox. Walk new parents through the handbook, establish a new mailbox for them and coordinate their parent job assignment with the chairpersons. Track the return of registration and enrollment forms for families joining.
- Coordinate completion of job folder information on Google group at end of year.
- Along with designated board members, re-evaluate the job list each year and propose a revised list with descriptions to next year's Board at the end of the school year.

- Maintain job folder of records and pertinent information to pass on to the next Job & Orientation Coordinator to help him or her in doing this job.

18. Enrollment Coordinator II

NOTE: This position is intended for an individual who will take on the position of Enrollment Coordinator I the following year. While this position does not require regular board meeting attendance, it falls under the umbrella of board positions.

This position supports the enrollment process throughout the year by:

- Logging and tracking that all registration and enrollment forms are complete and on file for all students, and maintains the file of these forms for the current year. File these forms in the school filing cabinet at the end of each year.
- Ensure that teachers and risk management have copies of all pertinent information from registration forms.
- Reviews class lists with Enrollment Coordinator I
- Check the school phone at least 3 times a week for messages. Pass on messages to the correct person. Return enrollment calls quickly. Be available to talk on the phone with prospective parents.
- Make labels for the parent mailboxes at the beginning of the year (before orientation!), and keeps these updated throughout the year.
- Coordinate the entry of all family contact information into the school phone, including contact numbers for people authorized to pick up children (i.e. grandparents or nanny).
- Maintains the master copies of registration and enrollment forms and keeps an adequate supply of these forms on hand at the school.
- Coordinates and oversees 2 - 3 spring "open house" events that are conducted for prospective families.
- Compiles and circulates a "summer play date" schedule to the board at the June board meeting.
- Manages all correspondence with incoming and continuing families during the summer.
- Transitions to the Enrollment Coordinator I Job in the spring (see description above).
- Maintains a job folder of records and pertinent information to pass on to the next Enrollment Coordinator to help him or her in doing this job.
- Maintain confidentiality according to the Board Member's Agreement.

Enrollment Coordinators I and II are intended to work as a team and duties should be divided between them as best suits their needs.

19. PR & Office Support Coordinator & Birthday Parties

This person is responsible for producing, maintaining and distributing publicity materials for RVCP, including a school brochure, fliers for open houses and fliers for fund-raising events. This person will work closely with members of the Fundraising Committee regarding specific events. In addition, this person will work with the teachers and Secretary occasionally on whatever office support they deem necessary.

This person must:

- Serve on the development committee
- Create and/or updates flyers, posters, brochures and other materials as needed. Check with Treasurer for a budget for these items.
- Distribute these materials in local libraries, business, community centers, etc. promoting the preschool to support enrollment, fundraising, etc. with special consideration for posting in sites frequented by parents of preschool age children as well as sites that are likely to reach diverse groups of families.
- Maintain a supply of publicity materials at the preschool.
- Contact community newspapers as needed to place announcements regarding enrollment, tours, open houses, all public fund-raising events, etc.
- Work to have necessary preschool materials translated into needed languages.
- Work with hiring committee (if applicable) to determine best venues for advertising job openings and coordinates placement of those advertisements.
- Responsible for upkeep and placement of RVCP "A" signs. Coordinate with Enrollment and Social Events Coordinators. Signs should be placed and removed in a timely manner.
- Support the Development Team as needed throughout the year.

- Promote the use of the school space for birthday parties to the school community and recent alumni. Provide necessary forms and collect fees for birthday parties.
- Work with Development Chair to identify opportunities for fundraising sourced from outside the preschool community. (i.e. promoting fundraising events to a broader audience).
- Update software/hardware; serve as computer consultant to teachers.
- Maintains a job folder of records and pertinent information to pass on to the next PR & Office Support Coordinator to help him or her in doing this job.

20. Web Master & PR Support

This person is responsible for making sure that the RVCP website is up-to-date and will work with the other PR support position to produce, maintain and distribute publicity materials for RVCP, including a school brochure, fliers for open houses and fliers for fundraising events.

This person must:

- Maintain and update RVCP website on a regular and ongoing basis
- Check in monthly with the Secretary, PR, and newsletter writer regarding items to post to the website.
- Work with PR & Office Support Coordinator to publicize enrollment and fundraising events both online and on other list serves (Craigslist, Columbia City Parents, Beacon Hill Parents, etc.)
- Maintain job folder, record any pertinent information to assist next year's web master.
- Maintain and update email forwarding and class email lists.

21. Social Events Coordinator

This person is responsible for coordinating several social events during the year to facilitate the preschool families in getting to know one another. This position also coordinates families to bring snacks or meals to parent meetings. In addition, this person assists the Development Chair as needed. Typical social events the preschool schedules during the year include but are not limited to: a fall get together, a holiday potluck (held in lieu of the December parent meeting), and the end-of-the-year picnic at Seward Park.

The Social Events Coordinator must:

- Serve on the development committee
- Coordinate with the Co-Chairs the dates of social events planned for the year.
- In coordination with Risk Management Coordinator, send the Notice of Special Event (Appendix D in Risk Management Manual) to Seattle Central College at least 30 days before any event that is not part of the regular preschool curriculum or includes people not regularly enrolled in the preschool or college course (this includes but is not limited to picnics, bonfires, etc.)
- Contact sites and make arrangements if events are to be held off-site.
- Work with PR Coordinator, Webmaster, and newsletter coordinator to distribute flyers notifying families of upcoming social events.
- Post sign-up sheets for potluck events.
- Work with Co-Chairs on coordinating mentor program for new families. This includes recruiting returning families to be mentors and matching each incoming family with a returning mentor family. Contact all mentoring families to explain the expectations of a mentor family and put them in touch with their new, incoming family. Contact all new families to explain the mentor program and put them in touch with their mentor family. Organize a social get-together for mentor families sometime in October/November.
- Support the Development Team with the Fall Festival, and other events as needed. Work with Class Coordinators in making sure that all families get signed up to work a shift at the Fall Festival and that each class understands their responsibilities for making the festival a success (speak at class meetings, coordinate sign-up sheets, follow up with Class Coordinators, answer questions).
- Maintain job folder of sample flyers, records and pertinent information to pass on to the next Social Events Coordinator to help him or her in doing this job next year.

22. Scrip, T-shirt, Development Support

RVCP participates in several scrip programs, which allow the preschool to raise money as people shop. Families should sign up at the beginning of the year. These programs continue throughout the year.

This person must:

- Serve on the development committee.
- Sell PCC scrip cards to preschool families, friends, and relatives, and track the purchases of scrip and amounts sold. Help preschool families, friends, and relatives sign up for the scrip program, and track the purchases of scrip and amounts sold.
- Maintain our preschool's membership in each scrip program.
- If someone's card is demagnetized, replace it.
- Maintain our preschool's membership in Amazon.com program.
- Send out regular reminders to participate in all of the preschool's scrip programs for PCC and Amazon.
- Research additional scrip possibilities and report to Development Chair.
- Sell our T-shirts at school, events, and parent meetings. Support the Development Team as needed, particularly with Giving Letter mailings and Thank You notes.
- Maintain a job folder of records and pertinent information to pass on to the next Scrip, T-shirt, Development Support.

23. Development I (Giving Letter & Movie Matinee)

Works closely with Development Chair, Social Coordinator, and Development II in planning and implementing Movie Matinee. This person also coordinates the creation and mailing of the annual Giving Letter.

This person must:

- Serve on the development committee.
- Work with PR Coordinator to distribute online information, handouts, flyers, etc. about fundraising events to preschool families and the public.
- Ensure all families sign up for a fundraising shift(s).
- Work with Development II and Social Coordinator to plan and execute Auction and Movie Matinee.
- Work with the Social Coordinator to create value added events at the Auction/Movie Matinee, such as bake sale, auction event, face painting.
- Work with PR to publicize events in the larger community and within RVCP.
- Organize and internal PR campaign for the giving letter.
- Establish/add to existing giving letter and alumni giving letter database. Collect six names and addresses from each family for the giving letter campaign. Track and log all donations received and thank you letters sent.
- Design and mail letters out in December.
- Work with Secretary to design thank you notes and coordinate prompt sending of thank you notes.
- Maintain job folder with records and pertinent information to pass on to the next Development I to help them in doing this job.

24. Development II (Fall Festival & Silent Auction)

Works closely with Development Chair and Social Coordinator in planning and implementing the Fall Festival. This person also works with the Social Coordinator, Development Chair, and Development I to plan and implement the Silent Auction in conjunction with the Movie Matinee.

This person must:

- Serve on the development committee.
- Work with PR Coordinator to distribute online information, handouts, flyers, etc. about the events to preschool families and the public.
- Work with Development II and Social Coordinator to plan and execute Fall Festival.
- Recruit volunteers to staff the events, work with Class Coordinators on this.
- Collect items that will be auctioned.
- With help from other members of Development Team, prepare forms for silent auction.
- Oversee auction.
- Collect payment from auction winners, preferably on day of auction.

- Arrange for delivery of auction items to winners, preferably on day of auction.
- Present updates at all-school meetings.
- Maintain job folder with records and pertinent information to pass on to the next Development II to help them in doing this job.

25. Supplies & Storeroom Manager

This person purchases the general supplies for the preschool, coordinating with the Teachers and the Treasurer. This person should have membership with a discount warehouse store such as Costco. In addition, this person has the overall responsibility of maintaining order in the supply storeroom, seeing that toys and art/craft supplies are well organized and labeled. This person should have access to a car and be able to pay for supplies up front (to be reimbursed within two weeks of submitting receipts).

The Supply & Storeroom Manager must:

- Initiate and maintain a system with the preschool Teachers and class coordinators for creating and tracking a list of supplies needed.
- Keep the snack supplies cabinet adequately stocked with (emergency) snack supplies.
- Buy cleaning and disinfecting supplies.
- Submit receipts to the Treasurer for prompt reimbursement (you may be able to obtain an advance for these purchases).
- Be responsible for the maintenance and care of the office copier. This includes maintaining a supply of paper and toner. Always have an extra toner cartridge available.
- Maintain job folder of records and pertinent information to pass on to the next Supply and Storeroom Manager to help him or her in doing this job next year.

26. Art Coordinator/Librarian

This person is responsible for returning books to the local library to support the curriculum modules planned by the teachers. This position also is responsible for collecting, disseminating, and displaying artwork.

The Art Coordinator/Librarian must:

- Coordinate with the teachers to make Scholastic Book orders, and check out library books.
- Periodically go through existing books, repairing, replacing and removing as needed.
- Change the material in the sensory table periodically as directed by the teachers.
- Make play dough twice a month.
- Wash the easel, paintbrushes and paint cups and refill with paint each week.
- Collect art from all classes and disseminate in cubbies weekly.
- Display art in classroom from all three classes and change display monthly.
- Maintain job folder of sample flyers, records and pertinent information to pass on to the next Art Coordinator/Librarian to help him or her in doing this job next year.

27. Monthly Cleaning and Furniture Moving Coordinator

This person is responsible for coordinating monthly clean-up sessions, set up at the start of the year, and pack-up at the end of the year that all preschool families participate in to keep the school in clean condition (board members are exempt from this requirement.) This position will be supplied a key to the church so that they can make arrangements for families to get into the church.

The Monthly Cleaning and Furniture Moving Coordinator must:

- Coordinate the schedule of weekend cleaning sessions with the Co-chair II and landlord.
- Prepare and post a sign-up sheet to be used at the orientation meeting so that all families can sign up for a weekend cleaning session.
- Follow up with families who have not signed up for a cleaning session to get them scheduled.
- Each month, the week before the scheduled cleaning session:
 - o Coordinate with the preschool teachers to prepare a list of cleaning tasks to be performed, identify any special cleaning projects, and place in folder of Lead Cleaner (the person with the key).
 - o Remind the members who are signed up with a phone call and instruct them how to obtain the key and where to return the key.

- o Inspect the premises after the cleaning weekend to follow up that the requested tasks were accomplished.
- o Prepare a “floor chart” diagram and post it near the classroom to assist parents in setting out the preschool furniture if it has had to be stored in the classroom for a weekend church event.
- Coordinate moving furniture for funerals, at Easter and other times as required.
- Coordinate sign-up for beginning and end-of-year set up and pack up.
- Before school begins, coordinate with teachers and Teacher Liaison and Church Liaison to create a plan for set up.
- Attend each set up session (or designate an appropriate person) to manage set up.
- Before school ends, coordinate with teachers and Teacher Liaison and Church Liaison to create a plan for pack up.
- Attend each pack up session (or designate an appropriate person) to manage pack up.
- Update Set Up/Pack Up Notebook as needed.
- Coordinate sign up for any service projects.
- Maintain job folder of records and pertinent information to pass on to the next Monthly Cleaning and Furniture Moving Coordinator to help them in doing this job next year.

28. & 29. Maintenance Coordinator and Playground Coordinator/Lawn Mower

NOTE: We have created two Maintenance Coordinator positions, and both Coordinators are intended to work as a team – duties should be divided between them as best suits their needs.

These people perform small maintenance jobs or coordinate larger maintenance projects (such as painting) as well as maintaining the grounds of the church and the preschool’s outdoor play space and equipment. The people taking on these jobs should be comfortable performing small maintenance tasks such as painting or hanging shelves, and should be comfortable using household tools such as a hand-held drill.

The Maintenance Coordinator and Playground Coordinator/Lawn Mower must:

- Each month, agree with the teachers on a list of maintenance tasks that are to be performed. This list should take about one hour per month to complete.
- Coordinate with the teachers to maintain, fix, or replace the toys in the outdoor play space.
- Maintain the outdoor play space, including sweeping sidewalk, containing woodchips, etc.
- Coordinate larger maintenance projects as needed.
- Mow the lawn and provide general “grounds” and play equipment maintenance every 2 weeks or as needed (more frequently during the spring), using the school’s tools or your own. This task can be done during school hours (but not during working grown-up time).
- Coordinate any service projects that the preschool might perform for the church owner and congregation to show its appreciation. Check with treasurer on funds available to buy/rent any supplies needed for the service project.
- Maintain a job folder with records and pertinent information to pass on to the next Maintenance Coordinator and Lawn Mower/Playground Coordinator.

30. Salmon Class Field Trip Coordinator

As Field Trip Coordinator, this person works with the teachers to plan and organize class field trips. This position may be held in addition to another parent job by a family in the Salmon class.

The Field Trip Coordinator must:

- Work with the teachers to plan field trips that are coordinated with the curriculum planned by the teachers.
- Plan field trips and distribute information in writing to the teachers and parents outlining the date, time, directions and carpool assignments for each outing. The notice should also include any special considerations including fees, extended time, special clothing (i.e. boots, long pants, etc.) and car seats if necessary.
- Coordinate with Treasurer to determine field trip budget, or if needed, to collect fees for fieldtrips.
- Assign children and adults to cars according to the number of seat belts and space for car seats, if appropriate. Distribute emergency information to drivers before each field trip: emergency cards, current parent roster, and first aid kit. Review the volunteer driver forms to verify insurance information for parents in the class. Make sure a first aid kit goes on the excursion.

- Write thank-you notes or coordinate with the teachers to have children make a thank-you poster and send it to the field trip site contact.
- Maintain job folder of records and pertinent information to pass on to the next Field Trip Coordinator to help him or her in doing this job next year.

31. & 32. Classroom Towels & Smocks Laundry

This person takes home the art smocks and towels from the classroom, launders them, and returns them folded or otherwise organized to the school. In order to maintain an adequate supply at the preschool, the laundry should be washed twice per week. NOTE: The families that fill these positions should coordinate with each other on a laundry schedule that fairly divides the workload.

33. Environment Support Person

This person supports the cleanliness and organization of the preschool. This work can be done during school hours but not during working grown-up shifts.

The Environment Support Person must:

- Refill the hand towels, soap dispensers, toilet paper, paper towels, and tissues twice a week.
- Spot clean through the week as needed.
- Every other week, clean the bathrooms: wipe down and disinfect toilets and sinks; sweep and mop the floor; empty trash; clean mirrors; wipe down changing pad with bleach solution; clean out compost waste pails; empty used cloth towels into large hamper in classroom; empty the vacuum cleaner.
- Check in with teachers weekly for light classroom chores.
- Check monthly to ensure the school vacuum bag is changed or if a bag less version clean the filter and check to make sure it is working properly. Communicate with maintenance if vacuum is not working. The vacuums tend to break a lot!
- Maintain a job folder with any pertinent information to pass on to the next Environment Support Person.

34. Information Coordinator & School Historian

This person is responsible for creating 10 monthly all-school newsletters to share important information, dates, classroom happenings, and other community news. This person will assist the Webmaster and PR coordinator in disseminating information about the preschool.

This person must:

- Create a published newsletter to be disbursed to parents at each parent meeting, and also via email.
- Monthly, check with co-chairs, school secretary, teachers, and development chair for pertinent information to include in the newsletter.
- Include a calendar with events for each upcoming month.
- Be creative! Your goal is to share information and engage the community.

As a volunteer-run organization, RVCP needs the historian to collect and document institutional history for better long-term memory and improved grant applications.

With the help of the school Secretary the school historian will:

- Research and document school history (i.e. major policy changes, teacher/employee hires, facility moves or improvements), but especially collect information pertinent to grant funders.
- Develop and maintain a usable, accessible, and sustainable format to store the school history.
- Keep records and pertinent information helpful in doing this job in the job folder to pass on the next Information Coordinator & Historian.

35. Development Assistant

This person will primarily assist the development team and be proactive in finding ways to help. **Specifically:**

- Assist the planning and implementing of the silent auction and movie matinee through working with Development II to create value-added events, (such as bake sale, auction event, face-painting, other creative efforts) to increase fundraising revenue.
- Do data entry for scrip registration.
- Manage Label Daddy, in addition to researching new and innovative fundraising tools for RVCP

- Work to capture our alumni resources and networks to grow and enhance RVCP outreach for fundraising events (fall festival, movie matinee, giving letter, etc.).
- Serve on the Development Committee, attending meetings and assisting with all fundraising efforts.

36. & 37. School Grant Writer(s)

NOTE: This position will only be filled if a family has experience with grant writing. This person, in strong coordination with the Development Chair, researches and locates grants RVCP qualifies for and writes the grant proposals. The school strives to have two grant writers so that one is responsible for doing the job during the summer months, when some grant applications are due.

The school grant writer must:

- Be a currently enrolled family and continue throughout the summer if needed.
- Research possible grants.
- Consult the school strategic plan to guide grant-writing goals and priorities.
- Write grant proposals.
- Apply for at least 5 grants per calendar year.
- Communicate with the Development Chair and the Development Team regarding funding needs and financial goals.
- Track grant funding to ensure money is received and used properly.
- Communicate with the Treasurer regarding any bookkeeping requirements set by agencies supplying grants.
- Advise Board Members on ways that the school could improve its qualifications for grants.
- Support the other members of the Development Team as needed.
- Attend Board Meetings if requested.

38. Church Liaison

This person acts as the liaison and primary contact and is responsible for communication between the preschool and the co-tenants and/or landlord.

The Church Liaison must:

- Serve as the sole contact between the church and the preschool – any needs of the church should be communicated to the appropriate parent/teachers/Co-chairs.
- Liaise with the landlord and other building tenants to coordinate space sharing, building use for events outside of preschool hours, repairs and other building-related issues. Maintain a cordial relationship with the landlord and church tenants. Any needs of the landlord should be responded to immediately.
- Maintain a current calendar with Pastor regarding church functions and preschool events and the space needed.
- Inform the co-chairs if there are any financial, contractual, or legal issues to be dealt with.
- Coordinate with the Monthly Cleaning and Furniture Moving Coordinator on any needs for clearing space for the church, and the monthly cleaning of the preschool.
- Meet or speak briefly with Pastor each month to share communication of any needs/issues and show appreciation for the relationship with the church.
- Work with the Maintenance Coordinator/Playground Coordinator on any needs/issues of the church and preschool.
- Attend church council meeting at the beginning of the year and thereafter as deemed necessary by the RVCP and/or church council.
- Maintain a job folder with any pertinent information to pass on to the next Church Liaison.

39. Teacher Supervisor

This person works with the Mentor Teacher to orient, train, and supervise the new teacher. This person is not a member of the Board, but will attend several Board meetings, as needed, to update the Board on the teachers' progress.

The Teacher Supervisor will:

- Meet with the Mentor Teacher before the new teacher starts work to create a plan for orienting, training, and supervising the new teacher.

- Supervise and guide the new teacher through the training and review process. Supervision may include attending classes to observe teacher's performance, creating training materials, providing the teacher with feedback and areas needing work.
- Coordinate with the Mentor Teacher and the Teacher Evaluation Committee regarding the new teacher's progress.
- Solicit feedback from the community regarding the new teacher's performance.
- Follow a set schedule (established by the Board) for teacher reviews. Teacher reviews should occur before that month's Board meeting so the Board can be updated in a timely matter.
- Maintain, update, and distribute the RVCP Teacher Manual to all teachers before the school year and throughout the year as needed.

40. Risk Management Coordinator II

NOTE: This position is intended for an individual who will take on the position of Risk Management Coordinator I the following year. While this position does not require regular board meeting attendance, it falls under the umbrella of board positions.

This person will:

- Work with the Risk Management Coordinator I to oversee the preschool's safety policies and practices.
- Support Risk Management I in conducting safety and emergency procedures trainings for all school members (includes CPR trainings, emergency drills).
- Work with Risk Manager I to coordinate periodic fire drills and earthquake drills, designate a lead working grown-up in each class to initiate drills in coordination with the teachers.
- Work with Risk Management I to coordinate provision and storage of earthquake readiness supplies on site.
- Together the Risk Management Coordinators will review the SCC Risk Management Manual and ensure that the preschool complies with all of its regulations.
- Maintain a job folder of records and pertinent information to pass on to the next Risk Management Coordinator II to help him or her in doing this job.
- Risk Management Coordinators I and II are intended to work as a team and duties should be divided between them as best suits their needs.
- Maintain confidentiality according to the Board Member's Agreement.