

COVINGTON CO-OP PRESCHOOL
GREEN CLASS JOB DESCRIPTIONS 2018-2019

Listed below is a brief description of each of the class jobs. Once you have been assigned a job, you will receive a job notebook which contains detailed information about your specific duties.

CHAIRPERSON

Responsible for representing the class at monthly board meetings and reporting back to the class all activities and decisions. Conducts the monthly parent meetings, collects monthly tuition, oversees the class and carries out preschool by-laws and policies. Meets and orients new parents enrolling during the year and helps in finding solutions to any problems and/or concerns of parents that may arise throughout the year.

NAME **Elisabeth Emery**

PHONE

VICE-CHAIRPERSON

Responsible for supporting and filling in for the Class Chairperson at class parent meetings and/or board meetings. Works with other class Vice-Chairpersons and the Board Vice-Chairpersons to plan and coordinate fundraisers. Advises the class at monthly parent meetings about upcoming fundraisers and keeps an updated list of each class member's fundraising totals.

NAME

PHONE

SECRETARY/HEALTH & SAFETY

Responsible for taking minutes at the evening parent meetings. Takes care of any necessary class correspondence (e.g., get well cards, sympathy notes, etc.). Also informs class of pertinent health and safety information as provided by the All School Board Health & Safety Chairperson. Creates a list of children in the class with food allergies.

NAME

PHONE

PARENT WORK SCHEDULER/EXCURSION COORDINATOR

Responsible for preparing and posting the monthly work schedule for each class. This includes reminders about who is providing snack, children's special days, cleaning dates and excursion information. Keeps a record of how many times each parent works and which positions. Responsible for working closely with the Lab Coordinator to set up various excursions, arranging carpools, distributing maps and/or directions, collecting special fees and sending out thank you notes.

NAME

PHONE

SOCIAL MEDIA COORDINATOR

Responsible for maintaining the class social media page. This includes making sure that all pictures uploaded to the class social media page also get uploaded to the class Costco page for the

scrapbook coordinators and for parents to order prints. Also, help assist the class chair and vice chair by posting information regarding the preschool and your class throughout the year.

NAME PHONE

TEACHER'S AIDES

Responsible for assisting the Lab Coordinator on a regular basis in the preparation of art projects for the class. Also assists the Scrapbook Coordinators in cutting out and gluing items for the children's year end scrapbooks. These projects are usually done at home.

#1 NAME PHONE

#2 NAME PHONE

CLASS PHOTOGRAPHERS

Responsible for taking and developing individual and group pictures of the children for their year-end scrapbook. Compiles pictures for each child and forwards them to. Developing costs are provided by the preschool. One of the class photographer's will receive a gift card to be able to purchase pictures for the class. Half the gift card will be purchased at the begging of the year and the other half towards the end.

#1 NAME PHONE

#2 NAME PHONE

AUCTION COMMITTEE MEMBERS

Responsible for helping plan and execute the preschool's Spring auction. Reports auction information to the class at the monthly parent meetings and obtains auction donations from class members and/or other contributions. Also, coordinates the class's Auction Basket.

#1 NAME PHONE

#2 NAME PHONE

SCRAPBOOK COORDINATORS

Responsible for working with Sara the office assistant and making sure that each child in the class has a scrapbook by carnival and scheduling a few work parties throughout the year for parents to compile and work on their scrapbooks. The scrapbooks consist of the child's artwork and pictures taken by the Class Photographers during the preschool year. Supplies are provided by the preschool.

#1 NAME PHONE

#2 NAME PHONE