

## **COVINGTON CO-OP PRESCHOOL** **JOB DESCRIPTIONS MASTER LIST**

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 all activities and decisions to the class. 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 find solutions to any problems and/or concerns of parents that may arise throughout the year.

### **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.

### **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 the 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.

### **PARENT WORK SCHEDULER**

Responsible for preparing and posting the monthly work schedule for each class. This includes reminders about who is providing snacks, children's special days, cleaning dates and excursion information. Keeps a record of how many times each parent works and which positions.

### **CLASS PHOTOGRAPHERS**

Creates a Facebook group for all families to upload class pictures to. Responsible for taking and developing individual and group pictures of the children for their year-end scrapbook. Compiles pictures of all students at the end of the year to be uploaded into Shutterfly for printing out for the scrapbooks.

### **TEACHER'S AIDE/CREATIVE ROOM PERSON**

Responsible for assisting the teacher regularly 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. Make sure there are enough

supplies for arts and crafts in the creative room. Change the paper on the craft table periodically. Check preschool tools for safety.

### **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.

### **SCRAPBOOK COORDINATORS**

Responsible for working with Sara the office assistant 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.

### **2 YEAR OLD LIBRARIAN**

Responsible for going to the King County Library each month and checking out books relating to the various class curriculums. Maintains a list of the books checked out and ensures they are returned on time.

### **3 TO 5 YEAR OLD LIBRARIAN**

Responsible for going to the King County Library each month and checking out books relating to the various class curriculums. Maintains a list of the books checked out and ensures they are returned on time.

### **OFFICE HELPER/ORGANIZER**

Responsible for keeping office filing cabinets neat and organized. Mrs. Brown may give you other tasks that she would like to see done.

### **EQUIPMENT REPAIR**

Responsible for repairing and maintaining all preschool equipment with your own tools. Consults with teacher and board health & safety regarding any items there are concerns about. Submits any receipts for reimbursement

### **GARDENER**

Responsible for keeping the gardens weeded and general gardening maintenance outside the preschool building. See the teacher and board chair for guidance on what needs to be maintained.