

## **PARENT JOB DESCRIPTIONS 2022/2023**

An important part of our co-op preschool is the involvement of the parents in the running of the school. There are five main areas in which the parents contribute: program, facility, events, administration, and executive.

The jobs are assigned by the VP 2. In order to assist with this process, we are asking you to rank three jobs according to your ability and preference. Every effort will be made to select a position you have requested. Jobs will be distributed at or before the Parent Job Night in June.

### **ART AND PROGRAM SUPPORT** (*program*)

- Under the direction of the ECE, make art materials as required, e.g., paste, play dough.
- Cut art materials for various themes selected and assist with mounting art and changing the art displayed on the walls. (At classroom level)
- Under the direction of the ECE, assist with preparation and organization of special events, and activities. (At classroom level)
- Under the direction of the ECE, collect and arrange items required for the science and nature displays and activities. Displays are to be changed about once per month. New and creative ideas are welcome.

### **FRESHGRADE (2 position - 1 each class)** (*program*)

- Under the direction of the ECE, organize our Freshgrade account for the school year by updating classes and contact information.
- Every 1 to 2 weeks post videos and pictures to our Freshgrade account for either the 3's or 4's class.
- End of year create photo books (4's class only) - discuss with Teacher Leasa

## **LIBRARY AND SCHOLASTIC** *(program)*

- Organize children's library books owned by the preschool; repair books, check on overdue books. Maintain the existing soft copy of the inventory of Children's Library books.
- Borrow books from the Public Library based on topics provided by the E.C.E. These library books are for classroom use only. Change books approximately every three weeks.
- Maintain the existing soft copy inventory of the preschool's children's tape and CD collection and ensure it is up-to-date at year-end.
- On a monthly basis, supply Scholastic Book sale flyers, take orders, including payment, and deliver books to the preschool members at the school.
- Every 1-2 months reorganize/file the library books into categories. When they are returned the books get put on top of the rows and they need to be added back in.
- Touch base with Leasa in January to organize ordering the 4's class graduation gifts.

## **SHARED SNACK COORDINATOR (4'S CLASS)** *(program)*

- In consultation with the ECE, plan, assign and participate in the 4's shared snack which is once per month in the 4's class. Provide an ingredient list on the Bulletin Board for parents. Could complete a Foodsafe Certification course paid for by the Preschool
- Be hands on in the classroom preparing, baking etc. with the children, doing the clean up necessary, arriving with recipe ingredients. Receipts may be submitted to the treasurer for reimbursement.
- Send a message out to the class (perhaps through Sandbox) with the recipe and ingredients for the upcoming meal.

### **FIELD TRIP COORDINATOR (4'S CLASS) (program)**

- In consultation with the ECE, organize and book field trips for the 4's class.
- Notify the parents by e-mail in advance about the class trips and ensure it is updated on the Duty Schedule Roster on the Preschool's website.

### **LAWN/GRAVEL/LEAF MAINTENANCE (2 Positions) (facility)**

- Ensure the green space is mowed/weed-whacked as necessary throughout the year.
- Ensure pea gravel is regularly swept off pavement and placed back on gravel area.
- Rake/blow leaves as necessary in green space.
- Measure pea gravel depth multiple times a year.
- Have 2 people present for gravel delivery when it's getting low

### **SHED/YARD PLAY AREA (facility)**

- At least once per term (fall/winter/spring) ensure the shed is organized and toys/equipment are in working order. Work with the maintenance family to repair or replace broken equipment.
- Can coordinate with outdoor cleaning sessions when items are removed from the shed.
- Check the function of the sandbox and water play feature periodically.

### **GENERAL MAINTENANCE (facility)**

- Under the direction of the ECE or executive, perform maintenance or repair of the preschool property and classroom.
- Coordinate obtaining quotes from outside contractors for larger projects.

### **LAUNDRY (3-4 Positions, preferably in the 4's class) (facility)**

- Laundry families coordinate a schedule for dividing the year up into blocks of a month or more.
- Each Friday take home cloths and any other items for laundering. Items are to be returned clean and folded the following Monday.

### **WEEKLY CLEAN-UP AND RECYCLING (~4 Positions) (facility)**

- Cleaning families coordinate a schedule for dividing the year up into blocks of a month or more.
- Instructions are posted in the cleaning cupboard at preschool.
- Every Friday after preschool or on the weekend clean all surfaces (spray with snack table cleaner and wipe food + paint off, etc...) including: counters, bench, tables, play kitchen, cupboards, lounge furniture, chairs, paint easel, and compost, water, and garbage buckets. Vacuum carpets, sweep and spray mop the floor Change vacuum cleaner bag as needed and filter every 3 months. Take recycling to recycle in your blue box. Approx time: 1 hour.
- Wash out recycling, garbage and paper bins". (the happy face bins and the recycle. They can be taken into the kitchen to be washed with hot water and soap

### **CLASS REP (2 Positions - 1 per class) (administration)**

- Prepare monthly schedule for parents assisting in the classroom. Schedule is to be maintained on the website, and posted on the classroom bulletin board.
- Typically the class rep asks the duty parents for their availability and completes the schedule for a term at a time.
- Member of the Personnel Committee, acting as a liaison between the class parents, the Executive and the ECE, addressing parent concerns and assisting with the resolution of any problems that may occur over the course of the year.

- Responsible for keeping classes up to date on all upcoming activities and events.
- Prepare other class schedules if necessary: e.g. daily cleaning, show and tell.
- This position must be on the sub list.

### **WEBSITE/SOCIAL MEDIA** (*administration*)

- Maintain preschool website (public content, class lists, special event updates, links, etc) upon direction from the Executive.
- Be proactive and check to see if anything on the website is out of date. If it is, remove or report to the Exec so that the document/item can be updated.
- Manage the email distribution lists for the class.
- Assist with the Instagram and Facebook accounts.
- Work with the teachers to edit, upload and post media to the website upon request.
- Attend a training session with the previous year's website maintenance person (to be arranged between the persons) prior to the start of the coming school year.

### **SOCIAL EVENT COORDINATOR (1-2 positions)** (*facility/events*)

- Coordinate Social events for children and parents
- Communicate and remind parents of upcoming events
- Assist the fundraising committee with any fundraising social events such as silent auction, music bingo, walkathon, etc

### **SCHOOL CLEAN COORDINATOR** (*facility*)

- Coordinate seasonal cleaning of the preschool 3 times a year: Fall, Winter and Year End Clean and inform/remind parent's via email.
- Coordinate special cleans throughout the year as needed.
- Be in attendance to supervise clean, purchase cleaning supplies if necessary (will be reimbursed, keep all receipts).
- Maintain sign-up sheets for attendance at cleans on the Bulletin Board, inform the executive of absentees. Typically all families must attend 2 cleans - one in June plus one either during fall or winter.

### **FUNDRAISING (1-3 Positions)** (*events*)

- Participate as a member of the Fundraising & Events Committee
- Plan and arrange fundraisers (Purdy's, Poinsettias, Bottle Drives, etc)
- Weekly bottle pick up from Beach Estates (12 months a year)

### **FIRST AID & SHOPPER ASSISTANT(1 Position)** (*program/facility*)

- Track and maintain first aid supplies inside the preschool and inside the shed.
- Inspect, update and replace items in the Earthquake Kit and First Aid Kits
- Purchase supplies needed for the school (program, art, office, etc) under the direction of the ECE.
- Hand over receipts to the treasurer for reimbursement.

## **PARENT EDUCATION**

- Plan and Schedule Parent Education for all Preschool Meeting throughout the school year
- Follow up with parents who miss a Parent Ed session. Parents need to complete 10 hours of Parent Ed training during the 10-month preschool year.
- Provide information about educational resources that are available at the preschool to make-up missed Parent Ed sessions within the same month. Licensing requires the parent to write a brief summary about the Parent Ed resource they read or viewed. The Parent Ed job person adds this paperwork to their file at preschool.
- Inform the President if a duty family is not fulfilling the Parent Ed training.

## **EXECUTIVE COMMITTEE**

*The following positions are elected by the membership at the Annual General Meeting in May of the previous year. Typically, no other job assignment is given to those elected.*

**PRESIDENT** (chair)

**VICE PRESIDENT 1** (personnel)

**VICE PRESIDENT 2** (policy)

**TREASURER**

**SECRETARY**

**ENROLMENT**