

## **San Jose Parents Participating Nursery School Committee Job Summaries 2009-2010**

### **ADMINISTRATION TEAM**

**Archivist/Yahoo Groups (1):** Works with membership to keep current on all student and alumni rosters on computer. Needs a computer. May have additional related duties. Create, owns and maintains all 6 Yahoo Groups for the school. Requires computer with Internet access. Job starts in June.

**Scholastic Book Orders (1):** Outlines the book order procedure in the newsletter at the beginning of the year. Distributes order forms each month. Places the order(s) with the book club(s). Distributes the books, upon receipt of shipments. Requires computer with Internet access.

**Digital Camera/Scrapbook (1):** Uploads all photos taken with SJPPNS digital camera to Snapfish for all classes to access. Archive all digital photo files for the year. Creates end of year scrapbook. Requires computer with Internet access.

**Office Manager(1):** Cleans, organizes, and maintains the school office. Books venue for General meeting, brings coffee/tea and sets up refreshments at each General Meetings.

**Web Master(1):** Maintains and updates SJPPNS web site as needed or as directed by the Board of Directors. Job starts in June.

**Secretary(1):** Takes minutes for all Board Meetings, Executive Sessions and General Meetings and distributes them as directed. Job starts in June.

### **CURRICULUM TEAM**

**Art Ordering (1):** Manages and tracks art supply stock and places and receives monthly orders from curriculum purchaser.

**Art Tidy/Restock/Rotate (1):** Cleans, organized and re-stocks art area weekly. Rotates art materials monthly to match curriculum, themes and season.

**Children's and Adult Library (2):** Cleans, organizes and maintains library areas weekly. Catalogs new books and keeps inventory list of books by title, author and subject. Repairs books as needed. Selects appropriate books to go with themes throughout the school year for children's reading shelf.

**Curriculum Team Purchaser (1):** Manages school supply ordering process for directors, and curriculum team members. Places monthly school supply order and notifies curriculum team members of arrival. Place special orders as needed. Interfaces with finance team. (Note: all consumables that need to be purchased from COSCO/Smart and Final will be handled through the Operations Team Purchaser).

**Dress-Up/Seamstress (1):** Keeps Dress-Up area tidy and organized. Washes dress up clothes weekly. Rotates dress-up clothes, accessories, and capes monthly. Keep dolls and dress up clothes in good repair.

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Committee Job Summaries 2009-2010**

**Field Trips (1):** Develops a field trip schedule with the Directors. Plans, arranges, and prepares all trips and classroom speakers for every session. Informs parents of such field trips.

**Kitchen Ordering (1):** Manages and tracks kitchen supply stock and places and receives monthly orders from operations purchaser. Maintains order in front supply shed.

**Kitchen Tidy/Restock/Rotate (1):** Cleans, organized and re-stocks kitchen area weekly. Rotates materials monthly to match curriculum, themes and season.

**Lawn Toys and Big Blocks (1):** Cleans, organizes and maintains lawn toy shed, and the big block shed weekly. Develops and implements developmentally appropriate physical education curriculum.

**NAEYC (6):** Assist Directors in Administering NAEYC accreditation procedures and process.

**Paints Ordering (1):** Manages and tracks paint supply stock and places and receives monthly orders from curriculum purchaser.

**Paints Tidy/Restock/Rotate (1):** Cleans, organized and re-stocks paint area weekly. Rotates paint materials monthly to match curriculum, themes and season.

**Playhouse, Doll House, Puppets, Playdough and Garden (1):** Cleans, maintains, rotates and repairs playdough, playhouse, doll house and puppets as needed. Cleans, organizes and stocks a supply of wood and industrial surplus in the Carpentry area monthly. Ensures that the tools are in good working condition. Brings in appropriate seedlings, seeds or bulbs for children to plant periodically.

**Science and Math (1):** Makes science and Math ideas available by posting them on the bulletin board and in the newsletter. Cleans, organizes, and maintains area and materials. Rotates materials in and out of the area according to the monthly themes.

***One-Day positions***.....

**Bleachers (3):** Each team member has a scheduled weekend, once per month to come to the school and bleaches all curriculum materials that are handled by children.

**Block Room/Carpentry/water table/sand toys (1):** Organizes and maintains materials in these areas monthly.

**Flannel Stories and Music (1):** Organizes and maintains materials in these areas monthly.

**Writer's Center (1):** Manages and tracks writer's center supply stock and places monthly orders. Cleans, organizes, restocks and maintains the supplies in the writer's center monthly.

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### **COMMUNITY DEVELOPMENT**

**Newsletter Editor (1):** Gathers articles from school membership for the quarterly newsletter. Designs and formats newsletter to be published on school website and in print. Works with VP of Comm. Dev. to set press dates and submission deadlines. *Job starts in July 2009.*

**Newsletter Advertising (1):** Solicits advertisers for the newsletter. Gives ads to the Editor for submission. Sets yearly rate card with the VP of Comm. Dev and fundraising chair. Collects fees and gives to the Treasurer. Maintains accurate records of the ads sold and the payments received. Provides the advertisers with a copy of the newsletter. *Job starts in June 2009.*

**Fundraising Chairperson (1-2):** Works with VP. Of Comm. Dev. to define the fundraising plan for the upcoming school year. Helps define events and activities, team roles/responsibilities, and the overall schedule of fundraising that will be communicated to the membership. Manages and supports entire fundraising team and acts as a focal point for promoting events. Contributes to all fundraising events by guiding to planning efforts and staffing the events. Can be co-lead position – possible Events & Programs chairs. *Job starts during summer.*

**Fundraising Team Member (5-7):** Works with the Fundraising Chairperson. Organizes and executes fundraising events which may include: Pancake Breakfast, Hicklebees Book Sales, Kidstravaganza Rummage Sale, Dining Nights Out, Macys' Shopping Day, Movie Events, Silent Auction and many more program or event opportunities. Events vary from year to year. Fundraising responsibilities can include soliciting for donations. Team members are expected to work additional fundraising shifts if necessary. *Team meets before school year begins.*

**Social Team Chairperson (1):** Works with VP of Comm. Dev. to plan Social events for the upcoming school year. Helps define events, team roles/responsibilities and manages all social functions. *Job starts during summer.*

**Social Team Member (3):** Works with the Social Chairperson. Organizes and executes all social functions, which may include: Back-to-School BBQ, Holiday Sunday, Spring Carnival, Potlucks, Year-End Banquet. Events vary from year to year. Social responsibilities can include soliciting for donations. Team members are expected assist with all social events and work additional shifts, if necessary. *Team meets before school year begins.*

**Publicity Team Chairperson (1):** Works with VP of Comm. Dev. to plan Publicity events and programs for the upcoming school year. Defines activities, programs and promotions to publicize SJPPNS to the community. *Job starts during summer.*

**Publicity Team Member (3):** Works with the Publicity Chairperson. Organizes and executes all Publicity events and programs, which may include: WG Founders Day Parade, Christmas in the Park, Children's Art Shows and Community Giving Program. Events vary from year to year. Coordinates the school's t-shirts and other wearable items. Designs and orders ads for the preschool in parenting magazines or other publications. *Team meets before school year begins.*

**SCVC Representative (1):** Represents SJPPNS to the Santa Clara Valley Council of Parent Participating Nursery Schools. Meets monthly to exchange information and ideas between other Council members. Attends workshops and other events through the Council.

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Committee Job Summaries 2009-2010**

**MEMBERSHIP**

**Membership Chair:** Track all ingoing and outgoing member family enrollment and health paperwork and maintain family files in 'audit ready' shape. Log all incoming application checks for Finance and provide photocopies of all applications to class coordinators. Respond to questions from the Membership and General Public on school policy and enrollment procedures. Assist at Orientation and Open House Week.

**Assistant Membership:** Ensure each family has the necessary paperwork on file as required by the State. Check each folder and application packet for all of the required paperwork. Create spreadsheets for each class to indicate appropriate paperwork is present. Check all forms to ensure they are completed in full and signed. Create and update the school class rosters and Facilites Roster. Refill brochures in the box outside the school's gate as needed. Help assist with Orientation and Open House.

**Health Clerk:** Audit Child's Physician's Report, and/or Yellow Immunization Record. Transcribe immunization dates to blue school record form, if not already done, and sign it off, if complete. Complete State Annual Immunization Report. Monitor TB test records for Directors, new families, and returning families. Assist at Orientation and Open House Week.

**Class Coordinator:** Communication contact for class members for all class and school related activities. Works closely with the teacher to provide class families with monthly curriculum, work schedules and weekly reminders of class and school happenings. Escalation point for class members for issue resolution.

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### **OPERATIONS**

**Janitor (4):** Committee's duties are to clean the floors, vacuum all carpeted areas, and organize and stock the bathroom. They need to report to the Purchaser what supplies are low.

**Asst. Facilities Special Projects:** Duties are: oversee and assist with special or large projects not covered on Sat. Workdays. Coordinate the activities of the independent contractors.

**AF Handyman:** is responsible for the maintenance, repair, and improvement of all indoor and outdoor facilities, furnishings, and equipment. He also communicates with the Workdays team any additional tasks to include on the Workdays tasks lists.

**AF Workday Coordinator:** Organizes the scheduling and sign ups for the workdays, creates the roster and sign in sheets, manages the Facilities Obligation list, creates the Workdays Task Sheets, and communicates with the Workday Managers, Handyman and Special Projects person.

**Workdays Managers (2):** Divide up the responsibilities of managing the workdays and collaborating with the Handyman, AF Workday Coordinator, and Special Projects persons to form a task list. They also help the handyman when needed to perform maintenance tasks to the school facility or school grounds,

**Gardening:** Includes maintaining the garden beds, and any of the landscape projects. It will include attending some (2-3) of the Workdays where you will have a few people assigned to help you with any garden projects.

**First Aid/ Safety:** Involves maintaining the Emergency Shed and First Aid boxes, and overseeing any safety measures that are needed at the school.

**Laundry:** Washes all items before school and washes all laundry weekly, including dress up clothes, and maintains the extra clothing closet.

**Recycler:** Labels and maintains recycling bins and takes out the recycling weekly.