

## San Jose Parents Participating Nursery School Committee Job Summaries 2010-2011

### ADMINISTRATION TEAM

**Yahoo Groups (1):** Needs a computer. May have additional related duties. Create, owns manages, and maintains all 6 Yahoo Groups for the school. Requires computer with Internet access. *Job starts in June 2010.* **(2Day, 3Day or 4Day committee job)**

**Scholastic Book Orders (1):** Outlines the book order procedure in the newsletter at the beginning of the year. Distributes order forms each month. Place the order(s) with the book club(s). Distributes the books upon receipt of shipments. Requires computer with Internet access. **(2Day, 3Day or 4Day committee job)**

**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. **(2Day, 3Day or 4Day committee job)**

**Office Manager (1):** Cleans, organizes, and maintains the school office. Books venue for General meeting, brings coffee/tea supplies (classes in charge of meeting bring actual coffee/tea) and sets up refreshments at each General Meetings. **(1Day, 2Day, 3Day or 4Day committee job)**

**Web Master (1):** Maintains and updates SJPPNS web site as needed or as directed by the Board of Directors. *Job starts in June 2010.* **(2Day, 3Day or 4Day committee job)**

**Secretary (1):** Takes minutes for all Board Meetings, Executive Sessions and General Meetings and distributes them as directed. *Job starts in June 2010.* **(2Day, 3Day or 4Day committee job)**

### CURRICULUM TEAM

**Art Ordering/Restocking/Tidying/Rotating (1):** Manages and tracks art supply stock and places and receives monthly orders from curriculum purchaser. Cleans, organized and re-stocks art area weekly. Rotate art materials monthly to match curriculum themes and season. **(2Day, 3Day or 4Day committee job)**

**Block Room/Flannel Stories/ Music (1):** Organizes and maintains materials in these areas monthly. **(1Day committee job)**

**Adult Library (1):** Cleans, organizes and maintains library area monthly. Catalogs new books and keeps inventory list of books by title, author and subject. Maintains check out system. Repairs books as needed. **(1Day committee job)**

**Children's Library (1):** 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. **(2Day, 3Day or 4Day committee job)**

**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). **(2Day, 3Day or 4Day committee job)**

**Dress-Up/Seamstress (1):** Keeps Dress-Up area tidy and organized. Washes dress up clothes and bedding weekly. Rotates dress-up clothes, accessories, and capes weekly. Keep dolls and dress up clothes in good repair. **(2Day, 3Day or 4Day committee job)**

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**Field Trips (1):** Develops a field trip schedule with the Directors. Plans, arranges, and prepares all trips and classroom speakers for every session. Inform parents of such field trips. **(2Day, 3Day or 4Day committee job)**

**Gardening (1):** maintaining the Sensory Garden and Children's Garden areas- the plants, landscape, and the hard scape; purchasing plants/seedlings/vegetables/fruits for the Children's gardens throughout the year; coordinating the scarecrow and other curricular activities within the garden areas. **(2Day, 3Day or 4Day committee job)**

**Kitchen Ordering (1):** Manages and tracks kitchen supply stock and places and receives monthly orders from operations purchaser. Maintains order in front supply shed. **(2Day, 3Day or 4Day committee job)**

**Kitchen Tidy/Restock/Rotate (1):** Cleans, organized and re-stocks kitchen area weekly. Rotate materials monthly to match curriculum, themes and season. **(2Day, 3Day or 4Day committee job)**

**Lawn Toys/Big Blocks (1):** Cleans, organizes and maintains lawn toy shed, and the big block shed weekly. **(2Day, 3Day or 4Day committee job)**

**Math/Games (1):** Makes math ideas available by posting them on the bulletin board. Cleans, organizes, and maintains area and materials. Rotate materials in and out of the area according to the monthly themes. **(2Day, 3Day or 4Day committee job)**

**NAEYC:** Only applicable during accreditation years. Assist Directors in Administering NAEYC accreditation procedures and process. **(1Day, 2Day, 3Day or 4Day committee job)**

**Paint Ordering/Restocking/Tidying/Rotating (1):** Manages and tracks paint supply stock and places and receives monthly orders from curriculum purchaser. Cleans, organized and re-stocks paint area weekly. Rotates paint materials monthly to match curriculum, themes and season. **(2Day, 3Day or 4Day committee job)**

**Play dough/Puppets (1):** Cleans, maintains, rotates and repairs play dough, and puppets as needed. **(2Day, 3Day or 4Day committee job)**

**Playhouse (1):** Cleans, maintains, rotates and repairs playhouse as needed. Coordinate playhouse themes with the monthly curriculum. **(2Day, 3Day or 4Day committee job)**

**Sand Toys/Water Toys/Carpentry (1):** Organizes and maintains materials in these areas weekly. **(2Day, 3Day or 4Day committee job)**

**Science (1):** Makes science ideas available by posting them on the bulletin board. Cleans, organizes, and maintains area and materials. Rotate materials in and out of the area according to the monthly themes. **(2Day, 3Day or 4Day committee job)**

**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 weekly. **(2Day, 3Day or 4Day committee job)**

### **COMMUNITY DEVELOPMENT**

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**Newsletter Editor (1):** Gathers articles from school membership for the quarterly newsletter. Designs and formats newsletter to be published on school website, yahoo groups and in print. Works with VP of Comm. Dev. to set press dates and submission deadlines. *Job starts in July 2010. (2Day, 3Day or 4Day committee job)*

**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 2010. (2Day, 3Day or 4Day committee job)*

**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. (2Day, 3Day or 4Day committee job)*

**Fundraising Team Member (13):** Works with the Fundraising Chairperson. Organizes and executes fundraising events which may include: Pancake Breakfast, Hickbees 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. (1Day, 2Day, 3Day or 4Day committee job)*

**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. (2Day, 3Day or 4Day committee job)*

**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. (1Day, 2Day, 3Day or 4Day committee job)*

### FINANCE

**Tuition Clerk (1):** Responsible for collecting and depositing monthly tuition. Prepares invoices for each family prior to Orientation. *(2Day, 3Day or 4Day committee job)*

**Special Deposits Clerk (1):** Makes all non-tuition deposits. *(2Day, 3Day or 4Day committee job)*

**Reimbursements (1):** Reviews all requests for reimbursement. *(2Day, 3Day or 4Day committee job)*

**Special Projects (1):** Assists VP of Finance with various special projects, including budget preparation. *(2Day, 3Day or 4Day committee job)*

### MEMBERSHIP

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**Membership Chair:** Provide information about school to all interested parties. Process applications, track and retain paperwork. Create file folders for new students. Provide Committee Job Preference Sheets (being revised) to Membership VP. Provide Health forms to Health Clerk. Make copies of member applications to Coordinators and Asst. Membership, for members admitted to school. Notify Membership Team, Fundraising, Facilities and Directors of add/drops. Record tuition/application monies received and provide to Finance VP. Provide updated Membership statistics to Membership VP each month the day before monthly Board meeting. Assist with and record outcome of February and March lotteries. Maintain Class Lists. Respond to questions from the Membership and General Public on school policy and enrollment procedures. Assist at Orientation and Open House. *Job starts in June 2010. **(2Day, 3Day or 4Day committee job)***

**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 Facilities Roster. Refill brochures in the box outside the school's gate as needed. Help assist with Orientation and Open House. *Job starts in June 2010. **(2Day, 3Day or 4Day committee job)***

**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. *Job starts in June 2010. **(2Day, 3Day or 4Day committee job)***

**Publicity Team Chairperson (1):** Works with VP of Membership to plan Publicity events and programs for the upcoming school year. Define activities, programs and promotions to publicize SJPPNS to the community. Help assist the Membership Team with and Open House. *Job starts in June 2010. **(2Day, 3Day or 4Day committee job)***

**Publicity Team Member (3):** Works with the Publicity Chairperson. Organizes and executes all Publicity events and programs. Events vary from year to year. Coordinates the school's t-shirts and other wearable items. Design and orders ads for the preschool in parenting magazines or other publications. Help assist the Membership Team with and Open House. *Team meets before school year begins. **(1Day, 2Day, 3Day or 4Day committee job)***

### **OPERATIONS**

**Bleachers (4):** 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. *(1Day committee job)*

**Janitor (3):** Committee's duties are to clean the floors, vacuum all carpeted areas, and clean and organize and stock the bathroom. They need to report to the Purchaser what supplies are low.

**Operations Assistant (1):** Responsible for maintaining routine work at school. Oversee the paid janitorial service, sand, bark, carpet, floor care, carpet care and pest control and other tasks at the VP's discretion. *(2Day, 3Day or 4Day committee job)*

**Operations Assistant (1):** Assists the VP with: paperwork for the facilities workday, managing the school rentals, maintaining the key log, and other tasks at the VP's discretion. *(2Day, 3Day or 4Day committee job)*

**Handyman/Painting (1):** Responsible for routing maintenance and painting at school. Also to assist in any

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special projects based on skills. *(2Day, 3Day or 4Day committee job)*

**Plumber (1):** Duties are: maintaining all plumbing at school. Also to assist in any projects as needed. *(2Day, 3Day or 4Day committee job)*

**Purchaser (1):** consults list on refrigerator and purchases kitchen and bathroom items needed (cleaning supplies, kitchen supplies, etc.) *(2Day, 3Day or 4Day committee job)*

**Workdays Managers (2):** Responsible for the management of 4-5 facilities workdays. They also help the handyman when needed to perform maintenance tasks to the school facility or school grounds. *(2Day, 3Day or 4Day committee job)*

**Gardener (1):** maintains the grounds, communicates with weekly paid gardener, assists with any outdoors projects. *(2Day, 3Day or 4Day committee job)*

**First Aid/ Safety (1):** 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, and maintains the extra clothing closet. *(2Day, 3Day or 4Day committee job)*

**Recycling:** Labels and maintains recycling bins and takes out the recycling weekly. *(1Day committee job)*

### **PRESIDENT**

**School Calendar (1):** Maintains and updates the school white board calendar on a monthly basis. *(1 Day committee job)*

**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. *(2Day, 3Day or 4Day committee job)*