

**ST. PAUL'S NURSERY SCHOOL  
SCHOOL JOB DESCRIPTIONS  
2011-2012**

**BOARD POSITIONS**

Elected at the general meeting in May and officially take their positions on July 1. The Treasurer remains in position until the books from the prior year are closed in late July (fiscal year ends June 30). All board members with the exception of the Assistant Treasurer report to the President.

**PRESIDENT** (1,2,5) 1 POSITION  
Provides leadership for the Board of Directors and ensures sound management and upholds the general philosophy of the school. Organizes monthly Board meetings and sets agenda. Supervises, directs, and controls the business, officers, and employees of the corporation. Chairs the Executive Committee, which meets as required, and serves on the Finance committee, which meets quarterly. The President is accountable to the Board of Directors and the membership. Must have previously served on St. Paul's Board for a minimum of one year. Oversees San Mateo Council Representative.  
***Busy Period:*** *Steady throughout the year.*

**VICE PRESIDENT** (1,2) 1 POSITION  
Works closely with and assists the President with administrative duties. Oversees other committees and several Key Job Chairs as directed by President. Is a member of the Executive Committee and Chairs the Nominating Committee. If necessary, tracks job-related non-compliance incidences, notifies Board and Assistant Treasurer so that fees can be assessed. Assists with planning and organizing of Parent Orientation Night. Prepares all materials (policies/procedures, contact info, rosters, etc.) to be distributed at Parent Orientation Night and/or uploaded to the school website. Coordinates the dissemination and collection of the end of year school survey and documents survey results. Distributes nomination forms for Elizabeth Wade Service Award. May work with Secretary on official school correspondence. Oversees Jobs Chairperson, Hospitality Chair, and Hospitality Committee.  
***Busy Period:*** *August (Orientation planning), February- April (Nominating committee, survey), steady throughout rest of the year.*

**SECRETARY** (1,2) 1 POSITION  
Records, obtains approval of Board and publishes minutes of the monthly Board meetings. Must attend monthly Board meetings or coordinate a substitute. Writes and submits Board Updates for monthly newsletter. Oversees Librarian and Yearbook Coordinator.  
***Busy Period:*** *Steady throughout the year.*

**TREASURER** (1,2) 1 POSITION  
Oversees all financial aspects of the school. Provides financial information to the Board. Liaison to our school accountant. Prepares the annual budget and three-year plan. Tracks our income and expense throughout the year. Chairs the Finance Committee. Responsible for renewal of insurance. Financial background and computer proficiency required. Exempt from working on a Fun Faire/Silent Auction Committee but works throughout the entire Fun Faire collecting and tracking all income generated from ticket sales.

**Busy Period:** Must be available for entire duration of Fun Faire. Steady throughout rest of the year.

**ASSISTANT TREASURER** (1,2)

1 POSITION

Accepts, tracks, and deposits all incoming monies and pays all bills and invoices after they have been approved by the Treasurer. Prepares and distributes monthly tuition statements. Needs to work well with numbers and be organized. Experience with Quickbooks or similar accounting software is ideal, but not required. Reports to Treasurer. Exempt from working on a Fun Faire/Silent Auction Committee but works with the Treasurer for the duration of the Fun Faire to collect and track income from ticket sales. Oversees Lunch Bunch Coordinator and Sub Coordinator.

**Busy Period:** Must be available for entire duration of Fun Faire. Steady throughout the rest of the year.

**MEMBER-AT-LARGE** (1,2)

4 POSITIONS

Attends monthly meetings and serves on various Board Committees. The Members-At-Large consist of:

1. **Communication and Publicity/Health and Safety.** Responsible for any advertising, signs, and general communication to the public and membership as needed by the Board of Directors and/or the Director. Coordinate and schedule CPR classes at the beginning of the year. Monitor that all families are and remain current with CPR certifications throughout the year. Attend mother's club preschool forums (such as the Burlingame Mother's Club and possibly San Mateo Mother's Club) as a representative of the school. Responsible for weekly emails to membership. Coordinate and maintain monthly on-call sub calendar. Work with Sub Coordinator as needed. Oversees Newsletter Editor, Community Outreach Coordinator, Sunshine Coordinator, and Website Coordinator.

**Busy Period:** August/September (set up of CPR). Steady throughout rest of the year.

2. **Facilities, Site Improvement, and Maintenance.** Responsible for facility maintenance, repairs, and improvements. Works with Director and Board to coordinate and supervise maintenance, repair and improvement projects. Receives overarching job list from Director and Board in May/June and must complete these jobs prior to the opening of school in September. Oversees Maintenance Chair, Gardeners, Handypersons, and Maintenance Assistant.

**Busy Period:** Sparkling Saturdays

3. **Fundraising.** Coordinates and oversees all fundraising activities (other than Fun Faire) and reports results to the Board of Directors. Helps coordinate solicitation efforts between the Fun Faire teams (event chairs, silent auction, and food). Responsible for at least four fundraising activities during each school year, which include direct sales (Stuck on You labels, Square One Art), shopping profit sharing (Holiday Shopping at Talbot's Toyland, fundraising dinners at participating restaurants), and events created by the fundraising team for the St. Paul's community (Moms' Night Out, family portraits, "Extra Fun Days"). Specific activities to be determined by Member-at-Large, with input from of the Board and Director. Acts as liaison to the Board. Oversees Fundraising Assistant, Book Club Coordinator, Fun Faire Co-Chairs, Fun Faire Assistants, Fun Faire Booth/Props Assistant, Fun Faire Publicity Coordinator, Fun Faire Food Chair, Silent Auction Co-

Chairs, and Silent Auction Assistants.

**Busy Period:** Summer (help with Fun Faire solicitation efforts), November-December, and March-May.

4. **Registrar.** Oversees returning, alumni, and new family registration, including coordinating tours, sending out registration packets, placing families and coordinating all aspects of registration process. Maintains Quickbase Database. Oversees Assistant Registrar and School Tour Coordinator.

**Busy Period:** Summer, January – March (school tours and registration).

## KEY JOBS

### **ASSISTANT REGISTRAR (1,2)**

1 POSITION

Responsible for compiling all registration, family, medical, and emergency forms for each student prior to start of school year. Updates files during school as necessary. Mails appropriate forms to prospective families or provides them with information to access school website prior to visits. Organizes and coordinates school tours with Director and School Tour Coordinator. Keeps "Welcome Wagon" supplied for school tours. Assists with spring in-house registration as needed. Works closely with Registrar.

**Busy Period:** August, September, December, and February.

### **FUN FAIRE BOOTH/PROPS CHAIR (1,3)**

1 POSITION

Works with Fun Faire Co-Chairs and Fun Faire Committee to update props, booths, and decorations for Fun Faire. Includes taking an inventory of what is on hand, ordering prizes and decorations, and working within a budget. Works with Fun Faire Co-Chairs to select and schedule vendors for attractions (i.e. train, etc.). Responsible for scheduling and overseeing setup, cleanup and running of booths and attractions throughout the event. Works both days of the event. Has an assistant and works with a committee of families.

**Busy Period:** August-October. Must be available for entirety of Fun Faire inclusive of set up, management, and cleanup.

### **FUN FAIRE CO-CHAIR (1,2)**

2 POSITIONS

Work together to plan, organize and execute the annual Halloween Fun Faire. Responsibilities will commence in the early summer with a kick-off meeting with the Booth/Props Chair, Food Chair, Fun Faire Assistants and Fun Faire Committee during the summer. Must also meet in early summer with Fundraising Chair, Silent Auction Chairs, and Fun Faire Food Chair to coordinate solicitation efforts between all teams. Co-Chairs are primarily responsible for: (1) supervising and communicating with Booth/Props Chair, Food Chair, Assistants and Fun Faire Committee; (2) manage and delegate work to Fun Faire Assistants; (3) discussing and coordinating budget and revenue issues with President and Treasurer; (4) soliciting volunteers from local middle/high schools; (5) preparing and coordinating parent work schedule and volunteer schedule; (6) securing banner application on Broadway and Burlingame Avenue, (7) coordinating and overseeing distribution of fliers by Publicity subcommittee; (8) preparing communication with parents in the school newsletter (including updates and donation requests); (9) securing pumpkins, hay, train ride, and other misc. items; and (10) possibly soliciting community sponsorships in the summer. Both Co-Chairs will coordinate and oversee setup of the Fun Faire the week before the event, will work both days of the Fun Faire, and will oversee cleanup after the event. Help with transition to new chairpersons the following year.

Have two assistants and a committee of families.

**Busy Period:** July-October. Must be available for entirety of Fun Faire inclusive of set-up, management, and cleanup.

**FUN FAIRE FOOD CHAIR** (1,3)

1 POSITION

Organize food booth for the Fun Faire. Work within a budget to purchase and obtain donations for all of the food at the event. In early summer, meets with Fundraising Chair, Silent Auction Chairs, and Fun Faire Co-Chairs to coordinate solicitation efforts between all teams. Has an assistant and works with a committee of families.

**Busy Period:** July-October. Must be available for entirety of Fun Faire inclusive of set0up, management, and cleanup.

**JOBS CHAIRPERSON** (1,2)

1 POSITION

Match co-op members with an appropriate job assignment and monitor throughout the year to help members fulfill their job requirements. Provide job description for each family regarding family's job. Report incidences of non-compliance to Vice-President. Update job descriptions as necessary. Produce job preference form and job descriptions for distribution to new and returning families during registration process. Produce and manage job buyout agreements for those families wanting to "buyout" from their school job. Distribute detailed job descriptions at Parent Orientation and be available to answer questions. Prepares, with Silent Auction and Fun Faire Chairs' input, the Fun Faire/Silent Auction committee assignments. Gather and file job evaluations before the end of the school year for use during following school year.

**Busy Period:** February-April, August. Steady throughout rest of the year.

**MAINTENANCE CHAIRPERSON** (1)

1 POSITION

Plan, supervise and schedule three maintenance days held on Saturday mornings. Set schedule with Director. Must attend first maintenance day of the year plus one another. Guides Maintenance Assistant on how to effectively manage remaining maintenance day. Maintenance will include general cleaning and school improvement projects. Work within a budget to purchase cleaning supplies for the school and ensure that cleaning caddies are well stocked. Checks, maintains, and purchases supplies for cleaning closet and tool box. Check vacuums every two-weeks. Develops and oversees schedule for weekly 'Rag Time' towel washing by school families. Places reminders in weekly email and follow-up with phone calls to scheduled families for Friday pick-up and Monday return of towels. Provide schedule and changes as they occur to Communications and Newsletter Editor for publication. Provides schedule to Vice-President in August for publication in school handbook. Works closely with the Handypersons to coordinate needed repairs and other school improvement projects.

**Busy Period:** Sparkling Saturdays (must attend 2 of 4); varies with maintenance needs of school.

**NEWSLETTER EDITOR** (1,2)

1 POSITION

Compiles, organizes, edits and distributes monthly newsletter, beginning in September through May. Contributions are made by Board, Key Jobs, Director, and Staff. Responsible for distributing all newsletters via email, posting each newsletter on the website (with the assistance of the Website Coordinator) and posting one copy on the board at school. Reports to Communications and Publicity Chair.

**Busy Period:** Steady throughout the year.

**SAN MATEO COUNCIL REPRESENTATIVE (1,3)**

1 POSITION

Participate in regional co-op council, attend monthly meetings and keep Board and parents informed of opportunities available through the council. Serves on Council committees as necessary.

**Busy Period:** Steady throughout the year. May vary depending on role on Council.

**SILENT AUCTION/RAFFLE CO-CHAIRS (1,2)**

2 POSITIONS

Organize, plan, and execute the raffle and silent auction held at the Fun Faire. This is the school's primary fundraiser. Responsibilities begin in the early summer with a kick-off meeting with the Silent Auction Assistants and Silent Auction Committee. Must also meet in early summer with Fundraising Chair, Fun Faire Co-Chairs, and Fun Faire Food Chair to coordinate solicitation efforts between all teams. Supervise the Silent Auction Committee tasks, which include solicitation, packaging, and setup. One Co-Chair will be primarily responsible for (1) managing the solicitation team, which solicits donations from businesses; (2) assigning runners to pick up donations or arranging for delivery, as required; and (3) maintaining a comprehensive record of all donations or rejections received. One Co-Chair will be primarily responsible for (1) soliciting donations from St. Paul's alumni families and (2) maintain a record of all family donations received. Both Co-Chairs package auction items, prepare and distribute the auction brochure, and oversee setup and cleanup at the event. Print, distribute, and track raffle tickets. Rent tablecloths for auction and food tables. Help with transition to new chairpersons the following year. Have two assistants and a committee of families.

**Busy Period:** June-November. Must be available for entirety of Fun Faire for auction set-up, management, and cleanup.

**BOARD/KEY JOB PERKS**

- 1 Receives registration priority**
- 2 Receives full maintenance exemption**
- 3 Receives half maintenance exemption**
- 4 Exempt from serving on a Fun Faire shift (serves on Fun Faire/Silent Auction Committee)**
- 5 Exempt from serving on a Fun Faire/Silent Auction Committee and serving on a Fun Faire shift**

**GENERAL SCHOOL JOBS**

**ART PREP**

1-2 POSITIONS

Prepares special art projects for both Junior and Senior classes as directed by the staff and Director. Projects include candy houses (complete and return to school by November 1) and valentine boxes (complete and return to school by January 15) for both Junior and Senior classes. Assist teachers with preparation for various other art projects throughout the year, including but not limited to burlap cut for scarecrows, pumpkins for children to cut, wreath handprints, trace and cut Valentine hearts, and trace butterflies for spring projects. All projects require preparation of materials at home and then brought to school or can be done on site at school not during workday.

**Busy Period:** Fall/winter holidays, Valentine's Day, spring

**BOOK CLUB COORDINATOR**

1 POSITION

Distribute and compile monthly Scholastic book order forms, collect payment, turn in orders, monitor on-line ordering, and distribute books when they come in. Promote the program with occasional articles in school newsletter and/or fliers in mail folders. Chairs and coordinates fundraiser at Books, Inc. in the late fall (December) and in the spring (March/April). Responsibilities include contacting Books, Inc; coordinating event with Fundraising Chair, Director, and Staff; coordinating all supplies necessary for event (including food); and setting up, attending, and cleaning-up for the event.

**Busy Period:** *Late fall, spring.*

**BUYOUT**

4 POSITIONS FOR ALUMNI FAMILIES

Up to 4 St. Paul's alumni families have the option of "buying out" of their job. A buyout costs \$500 and fulfills your job requirement for the year. Families who choose to buy-out from their school job will still be required to satisfy their other fundraising and participation commitments. If you are interested in applying of this option, please indicate "buyout" as one of your choices on the Job Preferences Form. Should we have more than four families interested, a lottery will be held. Families who indicate buyout as their first choice will be given priority in the assignment process. If selected, your payment will be due immediately upon notification.

**CLASS SLIDESHOW COORDINATOR** 3 POSITIONS (1 MWF JR, 1 T/TH JR, 1 SENIOR)

Each person is responsible for collecting photographs of their assigned class and creating a slide show to be shown at the junior and senior class end-of-the-year celebrations. Coordinators will have access to the photographs taken by the teaching assistants, but also must take some photographs of the class. Coordinators will also work with the yearbook coordinator to collect additional photographs. Each coordinator will also be responsible for making copies of the slideshow for all the families in each respective class with CDs provided by the school. This job is heaviest in the spring and much of the work can be done from home.

**COMMUNITY OUTREACH**

1 POSITION

Coordinates St. Paul's community outreach activities. May include, but not be limited to, organizing holiday food and gift donations to Call Primrose; setting up and overseeing the Winter Festival Gift Wrapping Station; St. Jude's Trike-a-Thon; a Family Connections event; and any other programs of outreach interest. Attend both Trike-A-Thon days to coordinate event, set-up decoration station, and distribute popsicle treats. Coordinates and prepares gift wrapping station at Winter Festival. Would ideally coordinate some of these activities with the Enrichment Program and various holidays. Works with the Communications and Publicity Chair.

**Busy Periods:** *Food drives in winter and spring. Must be present at Winter Festival to oversee gift wrapping station. Must be present for both days of Trike-a-Thon in the Spring. Other busy periods dependent on additional activities with Family Connections and/or other outreach activities.*

**COSTUMES/DRESS-UP ROOM**

1 POSITION

Responsible for keeping dress-up room and costumes clean and updated. Checks costumes on a weekly basis for soiled or damaged items. Launder costumes as necessary and make minor repairs (replace buttons or decorations, fix hems, seams, etc.) on salvageable items. Bleach dip all plastic food toys on your work day and leave in mesh bag to dry. Organize a costume drive around Halloween, asking for donations of costumes from St. Paul's families and friends. Shop for and purchase costumes to replenish supply at after-Halloween sales. Check larger toys,

dolls, and equipment for repairs and cleaning on monthly basis. Notify Director of any necessary repairs to equipment in dramatic play room. Completes annual cleaning of cloth curtains throughout the school at the end of the school year.

**Busy Periods:** Steady throughout the year; after Halloween.

**DIRECTOR'S TECHNICAL ASSISTANT**

1 POSITION

Assists Director with maintenance of school computer hardware and software. Monitors and maintains school internet service/connection. Assists Director with other technical needs, including but not limited to the phone and voicemail systems, copy machine, and fax machine.

**Busy Period:** Varies by director's needs

**FUN FAIRE ASSISTANT**

2 POSITIONS

Assists Fun Faire Chair with various aspects of planning, organizing and execution of Fun Faire. May include making phone calls, printing/distributing flyers, purchasing materials, making and setting up displays, running errands, scheduling, etc. (see Fun Faire Chair job description). Will need to be available the week before the Fun Faire and both days of the Fun Faire. Ideally the person in this job will transition to a Fun Faire Co-Chair in Fall 2012.

**Busy Period:** July-October. Must be available for entirety of Fun Faire inclusive of set-up, assistance, and cleanup.

**FUN FAIRE BOOTH/PROPS ASSISTANT**

1 POSITION

Works with the Fun Faire Booth/Props Chair and the Fun Faire Committee to organize decorations for the Fun Faire booths and to create the overall look and feel of the Fun Faire. Assists Fun Faire Booth/Props Chair as additionally necessary in preparation for Fun Faire (see Fun Faire Booth/Props Chair job description). Must participate in set-up of the Fun Faire on the Thursday and Friday before the Fun Faire.

**Busy Period:** August-October. Must be available for entirety of Fun Faire for set-up, assistance, and cleanup.

**FUN FAIRE FOOD ASSISTANT**

1 POSITION

Assists Fun Faire Food Chair and Fun Faire Committee in organizing the food booth at the Fun Faire. See Fun Faire Food Chair job description for more information.

**Busy Period:** July-November. Must be available for entirety of Fun Faire for set-up, assistance, and cleanup.

**FUN FAIRE PUBLICITY COORDINATOR**

1 POSITION

Responsible for coordinating, implementing, and supervising publicity for the Halloween Fun Faire. Responsibilities will include distributing fliers to schools, businesses, and other locations throughout the area; developing press materials; and contacting publicity sources such as newspapers, mother's club newsletters, etc. Work closely with Fun Faire Co-Chairs and Fun Faire Publicity Sub-Committee members.

**Busy Period:** July-October

**FUNDRAISING ASSISTANT**

1 POSITION

Assists Fundraising Member-at-Large with all fundraising activities, exclusive of Fun Faire (see Fundraising Member-at-Large job description). Assists with various fundraising events throughout the year inclusive of direct sales, shopping profit sharing, and events created by fundraising team. Must be available for scheduled "Extra Fun Days."

**Busy Period:** Summer (help with Fun Faire solicitation efforts), November-December, and March-May.

**GARDENING**

1-2 POSITIONS

Supervise planting and maintenance of flower and vegetable areas in front and back yards and patio, including window and planter boxes. Maintain drip system in front and back yards. Responsible for watering and weeding as needed. Coordinate with Facilities and/or Director on planting projects. May make suggestions for larger scale projects to Sight Improvement Committee. General garden maintenance must be completed prior to Warm-up days in early September.

**Busy Periods:** Steady from June 2011-June 2012. This job requires garden upkeep during the summer before school starts.

**HANDYPERSON**

2 POSITIONS

Make repairs on broken items at the school, within ability of handyman. Assemble equipment and toys, as needed. Perform minor upgrading projects such as installing shelves, hanging pictures, etc. Handle minor electrical and plumbing repairs, if within the expertise of handyman. Oversee/perform any necessary painting projects and touch up (interior and exterior) as needed. Works with Maintenance Chairperson.

**Busy Periods:** Sparkling Saturdays (4 per year – must attend as work is needed); varies with maintenance needs of school.

**HOSPITALITY COMMITTEE COORDINATOR**

1 POSITION

Coordinates Hospitality Committee activities (see Hospitality Committee job description) and manages Hospitality Committee. The Coordinator must be a returning parent and serves as the lead for the Parent Orientation Night in late August/September. Coordinator will assign other committee members to serve as the lead for at least one other event. Limited budget provided. Reports to Vice President.

**Busy Periods:** Must be available for Parent Orientation Night (late August/September), Winter Festival (usually first Saturday in December), New Family Orientation Night (April), and New Family Picnic (May).

**HOSPITALITY COMMITTEE MEMBERS**

2-4 POSITIONS

The Hospitality Committee is responsible for attending and providing all supplies, setup, decorations, food, beverages, and cleanup for the following member meetings and events: Parent Orientation Night (late August/September), Winter Festival (first Saturday in December), New Family Orientation Night (April), New Family Picnic (May), and other events as determined by Board and Director. The Hospitality Committee Coordinator will assign each committee member to be the leader for at least one of the events. Post and follow-up on sign-up sheets for volunteers to assist with events as needed, including providing food and materials as needed for events.

**Busy Periods:** Must be available for Parent Orientation Night (late August/September), Winter Festival (usually first Saturday in December), New Family Orientation Night (April), and New Family Picnic (May).

**LIBRARIAN**

1 POSITION

Responsible for keeping track of and coordinating St. Paul's collection of children's books. Manage school library, making sure books are organized and shelved correctly, tracking

overdue books, preparing new books for the library, repairing and replacing books as needed, and collecting overdue fines. Also responsible for organizing and tracking parent lending library. Performs tasks on a weekly basis. Pulls appropriate books for teachers for special events. Also, if requested by Director or staff, gets theme-oriented books from local library. Secretary serves as Board contact. Must have a weekly workday, preferably Friday.

**Busy Periods:** *Steady throughout the year. End of the year busier as librarian works to recover all overdue books.*

**LUNCH BUNCH COORDINATOR**

1 POSITION

Oversees registration for both sessions of Lunch Bunch. Responsibilities include preparing, distributing, and collecting sign-up sheets and conducting lottery, if necessary. Tracks enrollment and drop-ins for Lunch Bunch and communicates this information to Assistant Treasurer for invoicing purposes. Provide staff with attendance roster and update as necessary.

**Busy Period:** *September and January, steady throughout rest of the year.*

**MAINTENANCE ASSISTANT**

1 POSITION

On a weekly basis, verify that all maintenance, cleaning supplies, and equipment are in excellent condition. This includes cleaning and organizing the maintenance closet and cleaning caddies each week. On a monthly basis, keep a running list of supplies for the Costco shopper. Prepare Ragtime schedule (towel washing) for the school year, and send the description of Ragtime responsibilities and cleaning to all families. Communicate schedule to newsletter editor each month, and send email reminders to families each week. Working with the Maintenance Chair, help make necessary orders and purchases of supplies before the four Sparkling Saturdays during the year. Attend and lead two Sparkling Saturdays, as directed by Maintenance Chair.

**Busy Period:** *Sparkling Saturdays (must attend and lead two of the four per year); steady throughout the rest of the year.*

**PLAYDOH**

2 POSITIONS

Make and bring two batches of Playdoh (recipe provided) on a weekly basis throughout school year and deliver on Monday of each week by 9:00 AM. Two parents will make an alternating schedule or split the year in half. Schedule will be coordinated with Director. Small budget provided to reimburse out of pocket expenses.

**Busy Period:** *Steady throughout the year*

**SCHOOL TOUR COORDINATOR**

1 POSITION

Coordinate and organize school tours for incoming interested families with Registrar and Assistant Registrar. Check school tour supplies (name tags, pens, brochures) periodically and replenish school tour supplies as necessary. Conduct school tours on workday from approximately 9:15-10:15 AM during school tour season (January-February). Check in weekly with Registrar and Assistant Registrar to confirm which families have attended tours. Assist Registrar and Assistant Registrar with registrar-related tasks as necessary, including New Family Orientation in May.

**Busy Period:** *January-February, May*

**SHOPPER – COSTCO**

1 POSITION

Works with Director to make purchases of school supplies, food, and maintenance items on a regular basis throughout school year. Purchase any supplies needed for Sparkling Saturdays, as

requested by Maintenance Chair and/or Director. Must have own Costco card. Works within a budget set by Director.

**Busy Period:** *Beginning of each semester*

**SHOPPER - TRADER JOE'S**

1 POSITION

Works with Director to make weekly purchases of food, beverages, and produce from Trader Joe's (or another location as requested by Director) for the school. Works within a budget set by Director.

**Busy Period:** *Year-long on a weekly basis*

**SILENT AUCTION ASSISTANT**

2 POSITIONS

Assists the Silent Auction Co-Chairs with various aspects of planning, organizing, and executing the raffle and silent auction held at the Fun Faire. May include making phone calls, soliciting donations, arranging for the printing of raffle tickets and/or thank you letters, making the raffle displays, etc. (see the Silent Auction Chair job description). Must be available the week prior to the Fun Faire and both days of the Fun Faire. Ideally, the assistants will transition to the Silent Auction co-chair roles for the following year.

**Busy Period:** *July-November. Must be available week prior to Fun Faire and the entirety of the Fun Faire for auction set-up, management, and cleanup.*

**SUB COORDINATOR**

1 POSITION

Responsible for tracking when parents use a paid sub on their workday and helping to facilitate payment for subs. Parents email the Sub Coordinator the first and last name of the sub they used, the date worked, and the amount and day paid. Sub Coordinator records this information and prepares a summary at least two times per year, or as needed. Communicates regularly with the Director regarding schedule of paid subs. If sub has not been paid after a reasonable time, the sub may ask the Sub Coordinator to send an email to the workday parent to check on the payment. For expectant mothers, explain the St. Paul's maternity policy and determine if a parent is taking a leave or using paid subs to cover for any workday absences. Communicate this information to the Director. Works with Communications Member-at-Large, who maintains list of on-call subs. Reports to Assistant Treasurer.

**Busy Period:** *Steady throughout the year*

**SUNSHINE COORDINATOR**

1 POSITION

Organize signups to help and provide meals to any school families in need, including families with new babies. Responsible for posting family related news in the monthly newsletter (such as new births). Send flowers and/or small gifts on behalf of school to such families. Coordinate responsibilities with Communications Member-at-Large.

**Busy Period:** *Varies on families' needs*

**WEBSITE COORDINATOR**

1 POSITION

Researches and sets up/oversees implementation and maintenance of school website. Website includes information about school and program, calendar, Fun Faire, links to related sites, and downloadable forms for registration. Develops new information for website as directed by Board and Director. May be requested to assist with monitoring incoming e-mail for Director, staff, and/or Board members. Familiarity with Microsoft Office software, html, and basic web programming or or willingness to learn programs necessary. Reports to Communications Member-at-Large.

**Busy Period:** *August and November-March*

**YEARBOOK COORDINATOR**

1 POSITION

Must attend and photograph key school events. Must bring camera on workday once a month to take photos of Junior and Senior Class in order to get a variety of photos. Collects pictures from the Director, staff, and parents to supplement pictures taken by the Yearbook Coordinator. Designs and produces annual yearbook for the school. Yearbook should be completed and ready for distribution by the end of May. Also assist with pictures for class placemats as requested by the staff. Manage and monitor yearbook ordering, collect the money, and distribute the books. Experience with photography and scrapbooking/album making helpful but not required. Creativity a plus. Reports to Secretary.

**Busy Period:** *Throughout the year, heavy in April-May.*

**NOTE: Each General School Job comes with a minimum requirement of 20 hours associated with the job's respective responsibilities. Board positions and Key Jobs will necessarily require more than 20 hours. To assure fairness to all families, parents not fulfilling their job duties will be considered non-compliant.**

**As we are constantly striving to improve our school, job descriptions and responsibilities may be reviewed and changed throughout the year. Any changes will be reviewed with the current or potential job holder before being implemented.**