

# **PCN – GENERALIZED JOB DESCRIPTIONS**

## **I. BOARD MEMBERS**

### **The Elected Officers according to the By-laws:**

- Co-Presidents (2).
- Treasurer.
- Secretary.
- Membership Chairperson.

For more information about the positions listed above, please review detailed job descriptions.

### **The Non-Elected Board Positions:**

- Class Representative (one per class).
- Marketing Chairperson.
- Fundraising Co-Chairpersons (2).

#### **A. Class Representatives (One for each class):**

- Attend monthly Board meetings and bring suggestions, questions, complaints, etc., to the attention of the Board.
- Meet with the Presidents and Teacher in August to plan the orientation meetings for each class. Meet with the Co-Presidents, Teacher, and other teachers in August to:
  - Set up guidelines needed to create the class schedule.
  - Set up plan to help familiarize parents with school policy, classroom expectations of a working parent, schedules, and arranging and conducting business at small group meetings in September.
  - Prepare for the parent meeting in September.
- Make sure members meet tuition payment deadlines and realize class meeting requirements.
- Set up the class schedule for the entire year (done twice a year), including coordinating the work schedule and snack schedule to plan for children's birthdays and informing class members of holiday party snack requirements (list provided by teachers.)
- Make up and emergency work list and telephoning members of the class to let them know of any emergency school closings.
- Write announcements for their class for the school newsletter (i.e. Drumbeats). The class reps. are also responsible for planning various play dates outside of class time throughout the school year. They also coordinate the classroom teacher's Christmas and end-of-the-year gifts.
- Work with the Field Trip Chairperson to notify class members of the time, date, cost, and directions for each field trip by way of the class bulletin board, PCN website, or e-mails. With each field trip, Class reps. are also responsible for posting field trip sign up sheets on the bulletin board and providing name tags for the children. They will also keep track of field trip money for all students in the class and get the funds to the Treasurer to deposit.

#### **B. Marketing Chairperson**

- Creates a marketing plan for the entire school which dictates the types of marketing tools and methods to be used and determines the target audience.
- Presents the marketing plan to the PCN board for approval.
- Executes the marketing plan and, if necessary, delegates specific tasks to all members of the PCN Preschool Cooperative.

- Determines the effectiveness of various marketing campaigns, primarily looking at whether school enrollment increases.
- Consults with the Membership Chairperson and the rest of the PCN Board for feedback marketing plan and campaign, and makes adjustments as needed.
- Attends all marketing events, such as Preschool Nights at the various local libraries.
- Works with the Membership Chairperson and Website Coordinator for many of the internet tasks that are needed to publicize PCN and reach potential Customers.
- Works with the Fundraising Committee to alert the public about major fundraising events through flyers and ads in the local media, internet including the PCN website, and on community bulletin boards, working with the Fundraising committee.
- Keeps in contact with PCN alumni for support in school enrollment and publicity.

### **C. Fundraising Co-Chairpersons** (2 people)

- Lead the Fundraising committee.
- Work with the PCN Board to determine the types of fundraising activities that the school will hold.
- Coordinate all school fundraising activities, working with fundraising representatives from each class and other committee members.
- Work with Marketing Chairperson to publicize any fundraising even and to solicit advertisers for any publication created by the Fundraising Committee such as an event catalog.
- Design and prints event tickets and map.
- Work at the registration table the day of any fundraising event.
- Build relationships with PCN alumni for fundraising support. Mail postcards to past PCN members about upcoming fundraising events

## **III. COMMITTEES** – (These are not Board positions)

### **A. Marketing**

- Marketing Chairperson- See above
- Website Coordinator

#### **Website Coordinator**

The responsibilities of the Website Coordinator include updating, maintaining, and fixing any issues regarding the PCN website. The Website Coordinator must monitor the PCN website frequently to make sure no technical problems occur. The Website Coordinator must also be available to assist PCN board members and families to use the website for disseminating information about the preschool on the World Wide Web/Internet.

### **D. Social Chairperson-**

The Chairperson is responsible for

- Arranging numerous field trips for the entire school as well as visitors to the school (i.e. Police Officer, Dentist). For all the field trips, the Chairperson is also responsible for
  - Confirm with teachers on which field trips they want scheduled and when
  - Tracking the field trip money, or delegate the money tracking out to each Class Representative, who will take care of her or his class.
  - Sending thank you notes to the establishments visited.
  - Making sure all deposits are requested through the Treasurer for required field trips.
  - Be aware of Minimal number requirements for field trips and combining classes as needed
- Scheduling for School Pictures

- Confirming Fall date with Photographer- Get class lists to Photographer
- Reserve Geneva Church for the date
- Distributing Order forms to all classes
- Attend the Photography session to assist photographer
- Distribute pictures once delivered.

#### C. Charity

- Determine what Charity PCN Co-op Preschool maybe sponsoring for the year.
  - i.e. St Jude Trik-a-Thon, Salvation Army
- Distribute all information regarding events to all classes.

#### **D. Housekeeping:**

In general, the Housekeeping Committee's main objective is to clean the school building and keep it sanitary. The housekeepers also are responsible for communicating any problems with the building to the Property and Equipment Chairperson, and to inform the Presidents when supplies are low.

- Chairperson
- Committee members(1-5+)

##### **Housekeeping Chairperson**

The Chairperson is responsible for creating a cleaning schedule for the year, assigning job duties, and participating in one entire parent Workbee in August. The chairperson is also a member of the Housekeeping committee and helps clean the school.

##### **Housekeeping Committee Members**

Along with the Chairperson, the Housekeeping committee consists of 1-5+ members, depending on enrollment. This committee is responsible for cleaning the school throughout the school year on Fridays after school, Saturdays or Sundays. Cleaning teams of 1-2 people meet on a weekly rotating basis.

#### **E. Teacher Assistants:**

The teachers provide the assistants with a list of materials to be prepared along with a deadline to have the materials ready for use. They will also rotate through the classes with maintaining certain supplies as listed below. Much of this job can be done at home. This is an ideal job for crafty people.

There is one Teacher Assistant from each class. Each Assistant is responsible for

- Aiding the teacher in the preparation of material used for the daily class sessions for art projects and science projects.
- Generating, maintaining, and archiving the class sign-in sheets.
- Creating *parent* nametags for parents to wear on days they work at the school, including name tags for any new families that join during the school year.

These items will be done on a rotational basis through all classes. This will be determined at the beginning of the year at the large group meeting.

- Making play dough.
- Mixing paint on a weekly basis.
- Making sure all need tools and equipment are maintained for the Green room workbench.

#### **F. School Setup Committee (formerly the Teacher Organization Committee):**

School Setup Committee members always work together as a team with the PCN teachers to setup and reorganize the four learning rooms *at a predetermined time each month*. The rooms are setup according to the current month's curriculum, which is determined by the

teachers. School Setup Committee members must be able to lift toys and play structures, as well as climb up and down the attic stairs. Members will be supervised by and work with the teachers to do these jobs.

- Chairperson
- Committee members (2-5+)

#### **School Setup Chairperson**

The Chairperson is responsible for giving each committee member a copy of the School Setup schedule and for reminding each member of the next School Setup Committee meeting. The chairperson talks to the Liaison teacher upon arrival to find out what needs to be done on that particular day.

#### **School Setup Committee Members**

The School Setup Committee members assist teachers in the setting up and taking down of equipment, changing toys, and changing displays on bulletin boards and windows. There are usually about 15-20 meetings during the school year. Meeting days take place when classes are not in session.

Duties include but are not limited to:

- Setting up the school at the beginning of the school year.
- Setting up the play house stored in the Blue room in January and taking it down in March. The play house is used as a pretend grocery store, hospital, post office, and restaurant.
- Setting up for different seasons, holidays, and themes throughout the year.
- Closing the school for summer vacation.

### **IV. INDIVIDUAL CHAIRPERSONS – (These are not Board positions)**

- Health and Social Services Chairperson(s) (1 to 2).
- Property and Equipment Chairperson.
- Librarian.

#### **A. Health and Social Services Chairpersons** (1 to 2 people)

The Health and Social Services Chairpersons are responsible for making sure that the school meets all local, county, and state licensing and health requirements. This Chairperson communicates and works directly with the Co-Presidents.

Duties include:

- Keeping a file of all correspondence with the Department of Social Services.
- Collecting, inspecting and maintaining the green physical forms required for each student by the Department of Social Services.
- Reporting all incidences of infectious disease to the Wayne County Health Department. This person may be asked to check with healthcare professionals regarding re-entrance into school and is responsible for notifying exposed children when a member has developed an infectious condition.
- Ensuring that all enrolled children are up to date on immunizations.
- Maintaining a file of the Emergency Medical Consent Forms for each child at the school. The files that the Health Chairperson maintains are inspected as part of PCN's licensing renewal.
- Attending May Registration to collect forms for the following year.
- Escorting licensing personnel on inspection tours and following up on any recommendations.
- Keeping the First Aid Box stocked and in good condition.
- Formulating and posting tornado and disaster procedures.
- Making sure that fire drill procedures are marked clearly and held on a regular basis.
- Arranging for OSHA and CPR re-certification for all teachers

## **B. Property and Equipment Maintenance Chairperson**

Inside the building, the Property and Equipment Chairperson is responsible for repairing and maintaining the condition of all toys and any other equipment inside the school. The Chairperson must attend one full Summer Workbee held in August.

- For the Workbee they will order mulch to be delivered. Determine supplies needed to complete the Workbee including-Cleaning supplies, paint supplies, gardening supplies.
- Determine the need for additional sand for the sandboxes

Outside the building, the Chairperson is responsible for repairing and maintaining the condition of all equipment and play structures on the playground. Responsibilities also include planting flowers or shrubs and weeding.

Regardless of whether the property issue is located inside or outside the building, the Property and Equipment Chairperson owns all repair and improvement requests and is responsible for making sure all requests are completed satisfactorily. The Property and Equipment Chairperson can solicit the help of other PCN members to complete tasks.