



Geist Orchard Cooperative Preschool Job Descriptions

Executive Board

President: Presides at all meetings of the membership and the Board. Coordinates the activities of all officers and committees. Prepares an agenda for monthly meetings. Negotiates teacher, landlord, and insurance contracts. Signs all contracts and leases. Holds all pertinent papers (i.e., leases, contracts, certificates and records) with the exception of membership papers. Signs checks in the absence of the Treasurer. Attends ICPC meetings as GOCP representative. Serves on the Scholarship Fund Committee.

First Vice-President Membership Chair: (1-2 people) Presides at all meetings of the membership and the Board in the absence of the President. S/he is the first contact with new applicants and explains the school's purpose and program as well as the responsibilities involved. Supplies applicants with membership forms. Prepares current member roster and keeps enrollment information up to date. Collects membership forms and tuition/fees associated with registration and distributes to appropriate persons. Organizes Back to School Night with the President. Works with Publicity Chair to publicize preschool. Assists with CPT as needed. Serves on Scholarship Fund Committee. Attends all meeting of the membership and the Board to report on status of membership. Preferably one person would be a returning parent. Individuals will work together to best determine how to fulfill the job responsibilities.

Second Vice-President Parent Ed/Child Enrichment and CPT Chair: (1-2 people)
Plans the Parent Education program with ideas from co-op members for topics. Schedules activities throughout the year for families to attend. Attends each Parent Education Program to set-up, clean up and assist speaker as necessary. Maintains record of attendance. Notifies co-op members regarding their progress toward meeting the Parent Education credit goal. Maintains the Parent Education Library by keeping inventory and purchasing new materials.

Researches, schedules and attends Child Enrichment activities. Activities should be scheduled 3-5 times a year for the preschool and should be coordinated with the teacher's schedules. Notifies co-op members of Child Enrichment activities. Secures consent forms when necessary.

Plans the ICPC led Classroom Participation Training (CPT). Schedules speaker and dates for training. Attends CPT training to set-up, clean up and assist speaker as necessary.

Coordinates scheduled events with Christ Presbyterian Church and seeks permission from church for scheduling activities and training. Arranges for babysitting if needed. Arranges for co-op members to volunteer to donate food for training.

Write articles announcing events and recapping events – submit to Newsletter Chair by deadline. Attends all meetings of the membership and the Board to discuss activities. Writes thank-you notes when appropriate to guests. Preferably one person would be a returning parent. Individuals will work together to best determine how to fulfill the job responsibilities.

Secretary: Attends all meetings of the membership and the Board. Records minutes at membership and Board meetings. Posts a copy of the membership meeting minutes on the bulletin board and gives a copy to Board members. Keeps record of attendance for all meetings. Handles necessary correspondence for the school. Maintains documentation for the school to include: updating By-Laws, Job Descriptions, Parent Handbook, etc. Coordinates documents for review at the request of the President. Works with Membership Chair and President on Back to School Night. Prepares packets for each family to receive at Back to School Night.

Treasurer: Serves as custodian of all school funds. Collects and deposits tuition and fees. Notifies members who are delinquent in payment. Pays all bills on behalf of preschool. Processes payroll for teachers. Maintains proper records of all financial transactions to be presented at all meetings of the membership and the Board. Files employment forms with the IRS. Prepares and submits all tax forms. Draws up yearly budget for approval by the membership each Spring for the coming year. Works at annual fundraiser to include registration. Attends all meetings of the membership and the Executive Board to report on finances.

ICPC Representative: Sits on the ICPC (Indianapolis Council of Preschool Cooperatives) board and attends their meetings. Fills one of the open ICPC jobs. Reports ICPC news to the Board of Directors. Takes GOCP concerns and questions to the ICPC board. Attends monthly meetings and Executive Board meetings. Needs to be a returning parent preferably with executive board experience.

Fundraiser Chair: Serves as chairperson for the Fundraising committee to plan the annual fundraiser in every detail. Attends meetings of the membership and Board to report on the status of the fundraiser. Obtains equipment and supplies for the fundraiser. Responsible for signing up preschool families for working shifts at the fall preschool fundraiser and Spring OCDA fundraiser. Assists OCDA with Spring fundraising efforts. Does not sit on the Executive Board if they do not have a child in the preschool.

Class Representatives/Teacher's Helper: (1 for each class with exception of Twigs where there will be a Class Representative and a Teacher's Helper) Serves as the communication link between Board, teacher and class members. Completes the monthly calendar scheduling parents to work in the classroom. Provides copies of calendar to class members, teacher and places one on bulletin board. Schedules class meetings as needed. Represents the class at the membership and Board meetings. Take notes at meetings and class meetings to distribute to class. Plans and organizes field trips in conjunction with the teacher. Posts and distributes field trip announcements, directions and collect fees. Assists teacher by taking home cutting, gluing, etc. to help teacher prepare items for class. Makes copies for teacher as requested. Assist teacher in other ways as requested by teacher.

Maintenance/Equipment: Maintains all indoor and outdoor co-op equipment. Evaluates all broken furniture, toys and other equipment to determine whether it should be repaired or replaced. Oversees the fall classroom preparation and cleaning prior to the start of school. Coordinates with the church the cleaning of the carpets in the classrooms and multipurpose room. Schedules and oversees clean up day of playground and mulching as needed. Works with Supplies, Laundry and Sewing person.

Publicity Chair/Fundraising Assistant: Serves on the Fundraising Committee to plan the annual fundraiser in every detail. Delivers all fundraiser publicity related items to appropriate venues. Coordinates advertising in various newspapers. Looks for new avenues for advertising. Works closely with OCDA to update contact names and phone numbers for advertising. Assists Membership Chair in publicizing the preschool as needed with flyers, newspaper ads, posters, etc to advertise openings in classes. Responsible for articles in the newspapers pertaining to the preschool. Maintains signs that publicize the preschool.

Church Liaison/Outreach: Maintains open communication between the Church and preschool. Works on behalf of the co-op with the church. Presents any co-op issues, repair issues, etc. with the appropriate individual at the church. Prefer individual is a church member.

Gains ideas from co-op members for outreach activities. Organizes and plans for preschool to participate in community service activities.

General Membership Jobs

Website Manager: Maintains the GOCP website and updates the information on it so the site remains current.

Newsletter Editor: Attends monthly membership meetings to obtain information. Publishes a monthly newsletter. Composes, copies and distributes newsletter. Schedules a deadline for articles. Edits and puts together articles submitted by co-op parents.

Healthy and Safety: Organizes Health forms collected by the Membership Chair from each family showing proof of immunizations and doctor's signatures for each child attending the preschool and TB test for each participating parent. Completes paperwork each year to be filed with the Marion County Health Department to secure license. Maintains and updates a file at school with each families health records. Schedules vision screenings and speech/language and hearing screenings each year. Notifies parents of any special health problems (such as food allergies, chicken pox). Ensures that first aid supplies are available in the classroom and have not expired. Educates the members on current health issues. Communicates information to the members through newsletter, bulletin board and cubbies. Checks water supply in classroom refrigerator on a weekly basis and replenishes as necessary. Attends meetings to discuss events.

Supplies: Checks stock of napkins, cups, paper plates, paper towels, garbage bags, vacuum bags, cleaning supplies, Lysol wipes, liquid soap and any other necessary classroom supplies and replenishes as necessary.

Monthly Cleaning & Laundry, Sewing: Sets up a schedule for monthly cleaning of the classroom. Oversees spring end of year cleaning. Ensures that cleaning supplies are available for cleanings. Cleans children's dress up clothes, doll clothes, and any other items in classroom that can be laundered on a monthly basis or more frequently if needed. Works with Maintenance/Equipment person.

Historian/Photographer: Schedules a professional photographer to take individual as well as class pictures each Fall at the preschool. Makes sure that the school has camera and film in the classroom at all times. Assists teachers and class members in taking pictures of various preschool functions. Attends preschool functions to take pictures of preschool activities. Finds someone to take pictures when unable to attend a function. Works with each class to have representatives take pictures of activities that take place during class. Develops pictures. Keeps preschool photo albums/scrap books updated.

Book Club/Librarian: Distributes flyers for monthly Scholastic Book Club Orders. Collects money for all orders. Places order with Scholastic. Distributes books when they arrive. Works with teachers to order books for classroom. Manages bonus points received from book orders. Picks up books from the Lawrence Library and returns books monthly. Works with teachers to get topic list for the Lawrence Library. Ensures that all books are returned to the library. Tracks down books that might be missing. Maintains the preschool library by adding books that are purchased for the preschool. Maintains the preschool book inventory by adding books to the electronic file.

Hospitality: (2 people) Arranges to have members bring refreshments for the monthly meetings. Coordinates refreshments for Back to School Night. Maintains and purchases supplies needed for functions (extras are stored in Hospitality Tubs). Assists others with coordinating food for preschool functions. Plans and organizes the annual Fall Party held in October. Informs co-op members of information relating to this event. Asks for donations for items to decorate pumpkins. Coordinates refreshments for the event. Obtains volunteers for set-up and clean up.

Plans and organizes the annual Christmas Party held in December. Forms committee to help with preparations if desired. Selects craft items to be made. Orders supplies for craft projects. Informs co-op members of information relating to Christmas Party. Coordinates refreshments for the event. Obtains volunteers for set-up and clean up.

Plans and organizes the end of year Family Picnic held in May. Forms committee to help with preparations if desired. Solicits input from members regarding date and place. Purchases supplies for event. Informs co-op members of information relating to picnic. Coordinates refreshments for the event. Obtains volunteers for set-up and clean up.

Bulletin Board: Decorates the hall bulletin board, changing the board monthly. Keeps bulletin board supplies organized. Replaces/purchases items when necessary. Coordinates with teachers to tie bulletin board into classroom themes.

Play Dough Maker: Makes play dough for use in the classroom at least once a month or as requested by teachers. Coordinates play dough colors, textures and scents with teachers. Purchases supplies necessary to make play dough.