

# 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 agenda for monthly meetings. Negotiates teachers', landlord, and insurance contracts. Signs all contracts and leases. Holds all pertinent papers except membership papers. Signs checks in the absence of the Treasurer. Attends ICPC meetings as GOCP representative.

**Vice-President/Membership:** Attends all meetings of the membership and the Board. Presides at all meetings of the membership and the Board in the absence of the President. Is the first contact with new applicants and explains the school's purpose and programs as well as 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. Organizes Back-to-School Night with the president, assists with CPT as needed.

**Second Vice President/CPT:** Attends all meetings of the membership and the Board. Plans the Parent Education Program. Attends each Parent Education Program to set-up, clean-up and assist speaker as necessary. Maintains record of attendance. Notifies co-op parents regarding progress toward meeting the Parent Education goal. Plans ICPC-led Classroom Participation Training (CPT). Attends CPT training to set-up, clean-up and assist speaker as necessary.

**Secretary:** Attends all meetings of the membership and the Board. Records minutes at membership and Board meetings. Sends out a copy of the minutes to all members. Keeps a record of attendance for all meetings. Handles necessary correspondence for the school. Works with the Membership Chair and President on Back to School Night.

**Treasurer:** Attends all meetings of the membership and the Board to report finances. Serves as custodian of all school funds. Collects and deposits tuition and fees. Notifies members who are delinquent in payments. Pays all bills on behalf of the school. Collects hours from teachers and submits to contracted accountant for completion of payroll and filing of payroll taxes. Maintains proper records of all financial transactions be presented at all meetings of the membership and the Board. Files employment forms with the IRS. Provides necessary information and ensures accountant prepares and submits all tax forms. Draws up yearly budget for approval by the Board.

**Fundraising Chair:** Attends all meetings of the Board to report on status of fundraisers. Serves as chairperson and oversees committee to plan all fundraising events in every detail. Seeks out various fundraising and grant opportunities throughout the year. Obtains equipment and supplies needed for the fundraisers.

**Fundraising Committee (2 people):** Members attend all fundraising committee meetings. These will be held at the discretion of the fundraising chair.

**Class Representatives (1 for each class):** Represents the class at all Board meetings. Serves as communication link between the Board, teachers, and class members. Completes the monthly calendar scheduling parent volunteers in the classroom.

Schedules class meetings as needed. Takes notes in meetings to distribute to class. Plans and organizes field trips in conjunction with the teachers. Assists teachers by taking home cutting, gluing, etc. to help teacher prepare for class. Assists teacher in other ways as requested by teacher.

**Publicity Chair:** Attends all meetings of the Board. Delivers all Fundraising publicity related items to appropriate venues. Coordinates advertising in various ways (i.e., Facebook, Twitter, newspaper, etc.) Looks for new avenues for advertising. Assists Membership in publicizing the school as needed to advertise openings in classrooms.

## **General Membership Jobs**

**Jobs Coordinator:** Oversees completion of membership jobs. Contacts families as needed with concerns or reminders related to their jobs. Checks in with teachers to make sure tasks are being completed in a timely and thorough manner. Contacts the Board with concerns related to task completion.

**Supplies:** Checks stocks of napkins, paper towels, cups, plates, garbage bags, cleaning supplies, liquid soaps, first aid kit and any other necessary classroom supplies and replenishes as necessary for both classrooms.

**Librarian:** Maintains the preschool library by adding books that are purchased for the school. Maintains the preschool book inventory. Pulls, re-shelves, organizes, and repairs books as needed or requested by teachers. Works with teachers to order books for classrooms as needed.

**Housekeeping:** Monthly deep clean of the school, including bathrooms, kitchen, play areas, surfaces, and toys as needed or requested by teachers.

**Floor Cleaning:** Bi-weekly (or more if needed) vacuuming of the stairs, steam mopping the floors, upkeep of the entryway.

**Website:** Maintains and updates website to keep all information current. Updates public and parent portal calendar with all important dates. Works with treasurer to ensure website and domain fees are paid. Updates newsletter area with announcements as needed.

**Groundskeeper:** Ensures outdoor areas are safe and presentable. Picks up trash/debris in the school areas. Weeds flowerbeds when needed. Ensures outdoor toys are organized and maintained. Ensures Kids Sale clothing racks stay covered by tarps.

**Photographer/Memory Keeper:** Takes official class picture and individual student pictures. Documents graduation, field trips, and other special events and shares with families via website or Facebook page. Creates memory book-type activities for each student to compile for an end-of-the-year gift.

**Outdoor Classroom Manager:** Consults with classroom teachers to create outdoor activities related to current class curriculum. Obtains and prepares materials for activities and is responsible for weekly setup and cleanup of outdoor classroom area. During winter months, indoor activities may be needed in place of outdoor ones due to extreme cold.