



Job Descriptions

The following job descriptions outline the jobs which must be undertaken by the members of the Preschool. Every member must take on a position and while every effort will be made to assign people the jobs they request, this may not always be possible. In addition, jobs may change from time to time, depending on the Preschool's operational needs.

Executive Committee of the Preschool

President (Elected)

- Reviews the President's Portfolio
- Chief Administrator of the school: coordinates the Executive, plans agendas and chairs Executive and General meetings
- Chief liaison with the Supervisor, Teachers and Principal of Armstrong Elementary School
- Attends leadership workshop
- Advises Committee Chairpersons and members when necessary and attends committee meetings when necessary
- Formulates the main goal of the year for the parent group and other members of the executive and evaluates the progress of the group
- Familiar with the Preschool's Constitution and By-Laws
- Ensures all rules and regulations of the CCFLB are met
- Chairs new parent workshop, Constitution and By-Law review
- Writes all reports to Council including year-end

Class Representatives (Vice Presidents) (Elected – one from each class)

- Reviews Class Reps' Portfolio
- Attends leadership workshop
- Acts as a liaison between parents, Teacher, Executive and Personnel Committee
- Ensures all necessary enrollment forms have been received from all parents/caregivers and have been filed
- Prepares schedules for duty days, host duty and month-end clean up, emergency sitter and duty parent
- Circulates all schedules to parents and posts hard copies in the appropriate places
- Organizes rapid phone system (phone train/phone chain, etc.) in the event parents need to be contacted rapidly (i.e. class is cancelled)
- Familiar with Constitution and By-Laws
- Member of the Constitution Review Committee and personnel committee
- Takes attendance at General Meeting and notifies parent, in writing, of "make up" requirements when a meeting has been missed
- Collects and files "make-up" reports from parents who have missed meetings
- Advises Personnel Chair of missed meetings, dereliction of job obligations and general concerns of the parent group
- Acts for President if absent from Executive or General Meeting
- Acts as a contact for job descriptions
- Coordinates nomination procedures
- Writes a year-end report

Treasurer (Elected – serves a June to June term)

- Reviews Treasurer's Portfolio
- Attends a Treasurer's Workshop
- Keeps a general ledger

- Pays all accounts including payroll and Revenue Canada
- Handles NSF cheques from bank, including fees levied as a result
- Keeps a complete monthly record of fees paid
- Completes and submits the CPPPBC's registration form including updates
- Prepares a monthly report for review at Executive and General Meetings
- Prepares and presents proposed annual budget at April/May Executive and General Meetings
- Ensures that books are audited or over-viewed annually
- Prepares an annual year-end financial report
- Writes a year-end report

Secretary (Elected)

- Must have access to a computer
- Records and transcribes the Minutes of Executive and General Meetings within 48 hours of each meeting. Circulates to all members.
- Copies Minutes for President, Treasurer, Cubby Bulletin Board and Minute Book
- Updates telephone/address and job lists as necessary
- Does typing for members as needed (i.e. correspondence)
- Contacts Newsletter person to advise of items arising at Executive Meeting for newsletter

Personnel Chair (Appointed by President and Teacher)

- Reviews Personnel Portfolio
- Promotes a positive atmosphere within the Preschool
- Acts as a liaison between Teacher, parents and Executive
- Chairs Personnel Meetings, takes notes
- Familiar with the Preschool's Constitution and By-Laws
- Chairs the Constitution and Handbook Review Committee

- Organizes, distributes and summarizes school survey
- Chairs Negotiating Committee for Teacher's contract
- Maintains personnel files
- Maintains substitute and emergency substitute teacher lists
- Writes a year-end report

Enrollment Chair (Appointed – serves a January to January term)

- Prior to the February Open House posts the registration list for current and alumni parents to sign up their children for the upcoming school year
- Organizes and attends Open House events
- Responds promptly to calls and emails from families enquiring about the Preschool
- Familiarizes potential members with the operation of the Preschool and their role
- After consultation with the teacher organizes drop- in visits with parents who wish to view the preschool
- Ensures necessary forms are distributed to new families
- Collects registration fees from members, issues receipts
- Maintains the registration list detailing all registration details for circulation to the Secretary, President and Vice Presidents
- Works closely with Orientation Chair, Class Vice Presidents and the Teachers to ensure smooth and orderly entry into Preschool for new families
- With the Enrolment Assistant organizes participation at community events such as Healthy Kids Fairs to promote the preschool
- Maintains ongoing communication with the Executive and membership about current registration issues
- Ensure updates are made to the website regarding registration information and class vacancies

Orientation Chair (Appointed – serves a January to January term)

- Works closely with the Registration Chair and Registration Assistant to ensure that new parents are aware of the preschool's requirements and expectations of all families
- Assists in the organization of Open House events; attends events
- Prior to the Open House develops an Orientation Program for new parents to meet their required ten hour orientation as required by Licensing
- Maintains all Orientation records in accordance with Licensing requirements; completes the report required by the Council of Parent Participation Preschools at year-end
- Organizes class visits for all Duty Parents and children to the preschool primarily in the spring but also when new families register throughout the school year
- Assigns preschool jobs to parents
- Organizes an event or opportunity (coffee party or attend year-end clean up sessions) to advise members of their position. Ensures that all members are clear about what their jobs involve and fields questions about the jobs
- Attends the New Parent Workshop in early September to answer questions
- Informs Personnel of any issues with non-performance/completion of jobs and works to resolve any issues that might arise
- Maintains ongoing communication with the Executive and membership about orientation issues
- Ensures updates are made to the website regarding registration orientation details

Parent Education Chair (Appointed)

- Conducts survey to determine parent education interests
- Reviews past speakers, video lists and surveys
- Arranges relevant topics to be presented at each General Meeting
- Consults with Teacher to incorporate her presentation (1.5 hours)
- Arranges annual safety presentation in consultation with Safety Awareness Person
- Updates parent education library and establishes borrowing system
- Locates information on community resources, child development, parenting skills

- Collects General Meeting Attendance from Class Reps for monthly report
- Writes a year-end report

Ways and Means Chair (Appointed)

- Chairs Ways and Means committee
- Formulates and implements fundraising ideas to meet budget
- Outlines the year's events to members by October
- Familiar with B.C. Gaming Policy (related to raffle licenses)
- Keeps gaming records as determined by B.C. Gaming Policy & Enforcement branch
- Coordinates annual Council raffle ticket selling at Pied Piper
- Writes year-end report

Business Chair (Appointed)

- Organizes and maintains Preschool filing system, handbooks and Executive Portfolios
- Ensures adequate number of forms available, photocopies if necessary
- Works with Enrollment chair to organize advertising
- Acts as Public Relations person for the Preschool
- Assists Teacher in labelling the children's cubbies before the first day of school
- Labels Parent's mail boxes in alphabetical order (by class) before the first day of school
- Responsible for building permit, lease and security issues, including alarm system and key distribution
- Works closely with Personnel Chair to revise Preschool Handbook and Constitution
- Ensures Executive Portfolios are up-to-date and orders new Portfolios and Policy Books as necessary
- Familiar with Preschool Constitution and By-Laws
- Familiar with Parliamentary Procedures (Robert's Rules) and Preschool rules

- Assists the President by keeping a speakers list at General Meetings, when necessary
- Coordinates any awards and nominations with VPs
- Organizes and purchases the participator awards in consultation with the Executive Committee
- Purchases and sends cards (congratulatory, get well, etc.) and gifts to members and others as needed
- Maintains an alumni list (for fundraising)
- Writes a year-end report

Non-Executive Positions

Bulletin Boards

- Updates displays on large bulletin board in cubby room and all classroom bulletin boards once a month on consultation with the Teacher utilizing materials owned by the Preschool (borders, posters, etc.) and especially the children's art work
- Returns materials to files and artwork to the children when changing the boards

Laundry, Dress-Up Corner and Sewing

- Washes kitchen towels, cleaning rags and bathroom hand towels each week (schedule to be organized with the parent responsible for the other class) and immediately following month-end clean up
- Delivers clean towels to the Preschool each week (schedule to be organized)
- Washes all dress-up clothes, doll clothes and bedding monthly
- Wipes down clothes rack, doll crib, drawers and shelves monthly
- Cleans and organizes dolls, doctor's kit, hats and jewelry monthly
- Repairs dress-up clothes as needed

Kitchen Maintenance and Recycling (one person from each class)

- Purchases food items, kitchen and cleaning supplies and paper products as needed using "Choices" vouchers when possible
- Labels kitchen cupboards and drawers at the start of school year
- Defrosts and cleans fridge, cleans trap in craft sink, tidies and wipes down inside and outside of kitchen cupboards and drawers, scrubs kitchen sink, cleans kitchen equipment and organizes kitchen monthly
- Organizes cleaning supplies in kitchen and washroom as needed
- Cleans oven as needed during the school year (usually two times)
- Obtains recycling bags and boxes
- Informs membership of recycling regulations and "how to's"

- Arranges for recycling bags and boxes to be emptied through pick up for disposal at recycling depot
- Collects, tallies and cashes in “Choices” receipts

Library

- Maintains and updates inventory of children’s library
- Purchases books for children’s library in consultation with the Teacher
- Borrows books from the public library in consultation with the Teacher
- Records titles of books and pamphlets in parent’s library
- Takes, submits and distributes Scholastic book orders

Newsletter

- Writes monthly newsletter to disseminate Preschool information
- Circulates the newsletter typically after the monthly meeting, consult Supervisor to confirm publishing schedule
- Reviews newsletter from previous years to ensure seasonable information is included
- Solicits members for information that they would like included in the newsletter

Website

- Minor updates to various website pages (HTML & CSS skills needed)
- Creating web photo galleries with provided framework, we are using FancyBox (open source) for the photo gallery
 - Javascript + jQuery knowledge a bonus [helps troubleshooting with the photo gallery]
- Basic photo editing /photoshop skills for resizing photos to web friendly file sizes, and/or blurring children's faces
- Create PDF files from word documents
- Upload and link various forms throughout the school year as they are distributed to parents
- Manage piedpiperppp@gmail.com address and events calendar (on same acct)
- Archive files from previous school years

Photography/Yearbook

- Purchases batteries for Preschool camera as needed
- Books class and individual pictures in consultation with the Teacher and members
- Arranges for someone to attend and take pictures at special events and field trips
- Has prints made and given to the Supervisor for use in the children's yearbooks
- Ensures yearbook is updated on a timely basis and is kept at the Preschool for the children's use
- Produces year end CD with all the pictures from the year for distribution to everyone in the class

Safety and Field Trips

Safety:

- Reviews Preschool's emergency procedures
- Checks earthquake and first aid kits at start of year, reviews expiry dates, updates supplies as needed
- Arranges annual safety presentation in consultation with Parent Education Chair
- Checks fire extinguisher expiry date, arranges an inspection and refill every June or as necessary
- Makes arrangements for "safe houses" at the start of the new year, posts addresses and map by phone for reference and gives to Newsletter person to publish in newsletter
- Consults with and provide information to parents, students and school personnel regarding allergy issues at the Preschool

Field Trips

- Consults with teacher to discuss, plan, organize and schedule possible field trips and special visitors for both classes
- Surveys parents to determine the types of field trips and visitors desired
- Makes all necessary arrangements for excursions, provides information regarding the planned excursion to Newsletter person for inclusion in the Newsletter prior to the field trip
- Arranges for cubby room notice, sign-up sheet, carpool information and maps
- Ensures parent child ratio will be met during the field trip

- Ensures children's safety jackets ("pinnies") are brought along
- Writes a year-end report

Special Events Assistants: (people from each class)

- Surveys members for special events ideas
- Organizes Christmas party and year-end picnic
- Assists Teacher with special events such as Halloween Party, Easter celebrations, Mother's Day Tea, etc.

Enrolment Assistant:

- Keeps all registration and enrolment documents updated and organizes materials such as registration packages, promotional pamphlets, etc.
- Ensures necessary forms are distributed to new families, completed and returned to the preschool. Distributes as required
- Tabulates the completed job list requests from families for job requests, gives to Orientation
- With the Enrolment and Orientation Chairs organizes all Open House events and shares in tasks
- Organizes all Open House advertising include Craigslist and paid advertising, distribution of community posters, informing Armstrong Elementary, signage the day-of, etc.
- Assists with the orientation of new parents including scheduling visits
- Works closely with the Enrollment Chair to respond promptly to prospective parent inquiries

Ways and Means Assistants (people from each class)

- Works closely with Ways & Means Chair to formulate and carry out fundraising events
- Familiar with B.C. Gaming Policy (related to raffle licenses)
- Applies for B.C. Gaming raffle licenses as appropriate
- Keeps gaming records as determined by BC Gaming Policy & Enforcement branch
- Collects monies from membership for sale orders or event tickets
- Delivers goods from sales of merchandise
- Assists at fundraising events

Treasurer's Assistant

- Aids Treasurer in sorting and accounting of incoming funds
- Mails or distributes cheques at direction of Treasurer
- Collects mail from Armstrong School twice weekly and distributes
- Handles bank deposits and details the source of monies
- Maintains filing system of all financial transactions
- Arranges for the collection of cash resulting from NSF cheques
- Writes up the synoptic

Maintenance

- Responds to requests for repairs inside and outside of the preschool building such as fixing taps, leaks, painting, etc.
- Clears walkway, ramp and stairs of snow, leaves, etc. as needed
- Performs ongoing building maintenance such as checking the roof for leaks, drains for blockages, regular power washing of shed and outside of building.
- For larger repair jobs organizes parent work group to assist. Organizes and leads tasks for the group to complete
- For big jobs where outside repair people are needed, organizes quotes for review by the Executive. Once vendor is chosen, coordinates and oversees work.
- Maintains ongoing communication with the Executive Committee and Teacher regarding building maintenance issues and alerts both groups to urgent or imminent building issues through phone calls/emails and by maintaining a maintenance communication notebook.

Council Representative

- Acts as a liaison between the preschool and the Council of Parent Participation Preschools in BC (CPPPBC)
- Attends all CPPPBC meetings and reports back to the preschool with relevant information

- Attends year end CPPPBC banquet and assists with set up as needed

Special Projects (As required)

- As certain times, work on a special project is required in the preschool
- Previous examples include a project to computerize all of our forms and paperwork and another to “green” the preschool by changing multiple supplies and processes
- If a special project is needed the terms and requirements will be defined in advance