



## Parent Job List

One of the responsibilities of parents joining the preschool is to assist in its general administration by serving on the executive or in an assigned job and on committees. Each job comes with a manual describing responsibilities and any necessary related materials. Although experience may be an asset for some jobs, no job has "previous experience" requirements. Titles marked with an \* are executive positions and are open to all interested parents.

Please indicate 3 job preferences, #1 being your first choice.

Parent Name: \_\_\_\_\_ Class: \_\_\_\_ 2's \_\_\_\_ 3's \_\_\_\_ 4's

\_\_\_\_\_ **\*Presidents (this is a job shared by 2 co-presidents)**

Oversees the running of the school; facilitates general and executive meetings; liaises between Teachers and school; collects mail; completes forms and applications for school as needed; liaises with CPPP Council as needed; attends quarterly CPPP branch meetings.

\_\_\_\_\_ **\*2's Vice President**

\_\_\_\_\_ **\*3's Vice President**

\_\_\_\_\_ **\*4's Vice President**

Creates duty schedule; acts as liaison for class; collects emergency comfort kits (3's and 4's only); attend monthly Executive Meeting.

\_\_\_\_\_ **\*Secretary**

Takes and distributes minutes for executive and general meetings; maintains files of minutes.

\_\_\_\_\_ **\*Treasurer**

Maintains financial bookkeeping and records for preschool; deposits cheques; oversees payroll and finances of school; pays bills.

\_\_\_\_\_ **Treasurer Assistant**

Assists Treasurer as needed, especially accounting for special events such as major fundraisers. Becomes familiar with Treasurer job in order to move into this position the following year.

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### **\*Parent Education Chairperson**

Plans the parent education portion of the monthly general meeting by arranging guest speakers (mostly done over the summer); assists with room set-up; introduces speaker; conducts brief evaluation of speakers; maintains parent education library.

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### **\*Enrollment Chairperson**

Receives all enrollment inquiries; describes DMP and parent participation preschool philosophy; maintains ongoing contact/waiting list; liaises with Enrollment Team to organize open houses and classroom observations and orientation of new/returning families; oversees registration; creates and maintains class phone list; supplies sign-in sheets for classroom.

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### **Enrollment Team (2 members)**

Assists Enrollment Chairperson with observations and orientation for new families. Assists with organizing and planning Open Houses.

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### **\*Marketing/Publicity Chairperson** (attends one executive meeting per term)

Works with a committee of 3-4 members to oversee advertising for the preschool; ensures advertising and publicity materials are kept up-to-date; books and fills display case in community centre lobby (2 or 3 times per year); distributes school brochure; staffs a table at the Dunbar Community Centre for relevant community events such as registration nights, Salmonberry Days, etc.

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### **Marketing/Publicity Assistants (3 - 4 members)**

Assists Marketing/Publicity Chairperson to plan and execute all advertising and marketing initiatives.

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### **\*Fundraising Chairperson**

Works with a committee of at least 3 members to plan, implement, facilitate and evaluate fundraising activities and events for the school with the assistance of the school parent body. Such fundraising events may be: Entertainment Books; Progressive Certificates; silent auction; raffles tickets for quilt/children's pottery and annual Council event.

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### **Fundraising Team** (minimum 3 members - one from each class)

Assists Fundraising Chairperson to plan and execute fundraising events throughout the school year.

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### **Laundry**

Wash all kitchen dish towels and cloths weekly. Wash cover on change table monthly (or on a more regular basis if needed). Wash all cushion and chair covers, pinnies, and art smocks at least 3 times per year during clean up sessions.

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### **Kitchen Maintenance**

Maintain kitchen supplies (dish soap, spray cleaners, trash bags, etc.). Check kitchen supplies weekly and discuss with teachers what is needed. Takes away recycling weekly.

## **Classroom Team Chairperson**

Works with the Teachers and a team of parents who are responsible for classroom related duties such as: paint and playdough maintenance, equipment repairs, laminating, cutting and art/craft preparation as needed. Chairperson is responsible for updating the equipment inventory and purchasing new equipment as needed.

## **Playdough and Paint Maintenance**

Make playdough twice a month; clean and fill paint jars weekly.

## **Equipment Maintenance**

Paint and repair equipment as needed; includes sewing repairs for dress-up as needed.

## **Craft Preparation**

Cutting and art/craft preparation as needed; getting materials laminated as needed; purchase art and craft supplies as requested by the Teachers.

## **Inventory Control**

Maintain and update an inventory of all toys, equipment and supplies in the preschool. Purchase new equipment as required. Submit inventory to CPPP Council in May for insurance purposes.

## **Safety Coordinator**

Keeps First Aid Kit and emergency bucket well stocked and updated; arranges fire and earthquake drills.

## **Social Coordinator**

Coordinates/organizes the snacks and refreshments for the monthly general meetings and other social events such as the Christmas party, open houses, silent auction, etc.

## **Communications Coordinator**

Phones/e-mails all members for special announcements as advised by the Teachers, Event Coordinator or Vice-Presidents; arranges annual class photo; maintains class camera; takes in film for developing; creates school photo albums; manages the binder of job descriptions and with the assistance of the Presidents and Enrollment Chairperson updates the binder and job manuals as needed.

## **Librarian**

Works with the Teachers to keep reading centre materials current and theme related; borrows and returns books monthly from Vancouver Public Library; processes all Scholastic book orders; coordinates other book related events (i.e. Usborne Book Event at November general meeting).

## **Housekeeping Team Chairperson**

Works with a team of 5-6 parents who are responsible for cleaning the preschool 3 times per year in November, March and June. Chairman is responsible for choosing cleaning dates that work for all team members and ensuring the room is booked for that time.

### **Housekeeping Team (5-6 parents)**

Cleans all the preschool toys and equipment 3 times per year - November, March and June.

### **Event Coordinator**

Works with the Teachers to plan, organize and book field trips or in-classroom events for the 3's and 4's classes; prepares field trip permission slips for distribution to parents; works with Communications Coordinator to remind parents as the event approaches.

### **Videographer**

Videotapes parent orientation session in September. Videotapes, when possible, the monthly parent education sessions. Distributes 1-2 copies for use in preschool library in a timely manner to they may be used for make-up sessions.

### **WebMaster**

Keeps the preschool's website current by changing text as necessary; posting current events (such as the Open House); periodically changing pictures to keep an updated, fresh look.

### **Newsletter Publisher**

Creates monthly newsletter with input from Presidents and Teachers. Newsletter typically consists of a message from the President(s); message from the Teacher(s); upcoming events and monthly calendar as well as other tidbits (upcoming birthdays, "classified" section, etc.)