



Parent Job List

One of the responsibilities of parents joining Dunbar Memorial Preschool is to assist in its general administration by serving on the executive, in an assigned job or on a committee. Executive jobs come with guidelines 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.

The Executive meets once a month and includes President (s), Vice Presidents (2's, 3's, 4's), Treasurer, Secretary, Fundraising Chair, Parent Education Chair, Enrolment Chair, Marketing Chair, Personnel Chair, Classroom Chair, and the Dunbar Teachers. Everyone is welcome to attend the Executive meetings.

Please review the list of Parent Jobs and indicate your top 3 interests.

Parent Name: _____ Class: _____ 2's _____ 3's _____ 4's

_____ ***Presidents (this job may be shared by 2 co-presidents: 2 yr cycle)**

Oversees the general operation of the school with enthusiasm and integrity; delegates tasks where appropriate; fosters atmosphere of community, encouragement, respect, and fun; facilitates general and executive meetings effectively and efficiently; leads development of socially sensitive, financially viable, and environmentally responsible preschool policies and practices; liaises between Teachers and school (with Personnel chair); co-signs cheques (with Treasurer or Fundraising Chair); collects preschool mail; completes forms and applications for school as needed; liaises with CPPP Council as needed; attends quarterly CPPP branch meetings and Dunbar Community Association Annual General Meeting.

Much of the work involves making decisions to help others do their jobs.

Much of the ongoing issues can be dealt with through email or by phone.

Takes an average of one to two hours a week.

_____ ***2's Vice President**

_____ ***3's Vice President**

_____ ***4's Vice President**

Acts as a liaison between parents, teachers and Executive such as updating the class on dialogue from executive meeting (mainly via e-mail), discussing and providing feedback on executive decisions with class parents, and collecting money for non-standard expenses (missing tuition, field trips, raffle tickets, etc).

VPs create duty schedule; keep a class page on parents website; plan class social functions, organize meals and other support for families in their classes with newborns; attend monthly Executive Meeting.

***Secretary**

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

Creates and maintains the "Parent interest Board" in the DMPPP classroom. E-mails/contacts all members for special announcements as advised by the Teachers, Event Coordinator, Vice-Presidents, etc. Compiles parent information (dr.'s dentists, community resources, etc.) for the preschool's parent website. Oversees running of parent website.

Parent Website

Updates the Parent's Website for announcements as advised by the Secretary, Teachers, School Event Coordinator or VPs. Responsible for user management and permissions; updating site information around class lists, email distribution list; creation and maintenance of web pages using administrative software; coaching and helping others to post information to their own sections

***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 in subsequent years. Maintains and updates an inventory of all toys, equipment and supplies in the preschool and provides Classroom Chairperson a copy of updated Inventory Lists. Assists the Classroom Chairperson with the purchases of required new equipment and with inventory. Submits inventory to CPPP Council in May for insurance purposes.

***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. Also responsible (along with Teachers, President and Enrolment Team) for planning and conducting the orientation of parents each September.

***Enrolment Chairperson (2)**

Receives all enrolment inquiries; describes DMPPP and parent participation preschool philosophy; maintains ongoing contact/waiting list; liaises with Enrolment 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. Responsible for job assignments for new and returning parents. Assists (along with classroom teachers, President and Parent Education Chairs) with the orientation of parents each September by preparing New Parent Information Binders to new families.

Enrolment Team General (1-2)

Assist Enrolment Chairperson with observations and orientation for new families. Assist with organizing and planning Open Houses. Become familiar with registration process in order to move into Chairperson position the following year.

Jobs Co-ordinator

Assists Enrolment Chairperson with assigning jobs for each family and working with Teachers and Executive to ensure each committee has adequate help and representation. Assigns floater(s) where required. In the spring, works with executive members to fill executive positions for the following year.

***Marketing/Publicity Chairperson**

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.

Marketing/Publicity Team (3 - 4 members)

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

WebMaster

Keeps the preschool's website current by changing text as necessary; posting current events (such as the Open House, Registration, preschool news); periodically changing pictures to keep an updated, fresh look. Regularly checks and disseminates incoming DMPPP e-mail to appropriate Executive members and/or Teachers.

***Fundraising Chairperson (2)**

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. Applies for Government Gaming Funds or supervises process. Actively searches and applies for grants on behalf of Dunbar Memorial Parent Participation Preschool.

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

Assists Fundraising Chairperson to plan and execute fundraising events throughout the school year including the annual Silent Auction.

***Classroom Chairperson**

Works with the Teachers and a Classroom Team of parents who are responsible for classroom related duties such as: paint and play dough maintenance, equipment repairs, laminating, cutting and art/craft preparation as needed.

Chairperson is responsible for maintaining and updating an inventory of all toys, equipment and supplies in the preschool. Works closely with Teachers to ensure that new equipment, materials, art & craft supplies are purchased as required. Is responsible along with the Classroom Team for the maintenance and order of the supply / storage room. Works with Assistant Treasurer to submit inventory to CPPP Council in May for insurance purposes. Represents Classroom and Housekeeping items at Executive Meetings.

Classroom Team (5-6 members)

Reports to Classroom Chair for duties and responsibilities including:

- Play dough and Paint Maintenance: Make play dough twice a month; clean and fill paint jars weekly. Maintain the upkeep of the paint cart and easels.
- Equipment & Storage Maintenance: Monthly clean and organization of storage room. Paint and repair equipment as needed. Sewing repairs for dress-up as needed.
- Craft Preparation: Cutting and art/craft preparation as directed by Classroom Chair and Teachers; getting materials laminated as needed. Works with Teachers and Classroom team to prepare for monthly themes.

Safety Coordinator

Keeps First Aid Kit and emergency bucket well stocked and updated; arranges fire and earthquake drills, responsible for collecting and maintaining student Comfort Kits.

Responsible for distributing health information from public health nurse (i.e. croup, lice, etc.).

Responsible for notifying and updating parents and teachers of ongoing Classroom safety procedures. Keeps health protocols up-to-date in Parent Binders, classroom binders and on the Parent website.

Housekeeping Chairperson

Works with and oversees a team of 5-6 parents who are responsible for all aspects of cleaning the preschool. Chairman is responsible for choosing cleaning dates that work for all team members and ensuring the room is booked for those times. Ensures that all housekeeping jobs are assigned and are being done regularly. Housekeeping duties include: cleaning of preschool toys and equipment, maintaining kitchen appliances, recycling, laundry, monthly 'quick clean' of targeted area of the preschool. Housekeeping Chair debriefs and discusses regularly with Classroom Chair in order to identify and maintain classroom/housekeeping needs and responsibilities. (Each Chairperson may thereby alternate participation at Executive Meetings)

Housekeeping Team (5-6 members)

Reports to Housekeeping Chair for duties and responsibilities including:

- Laundry: Wash all kitchen dish towels and cloths weekly. Wash all cushion and chair covers, pinnies, tablecloths and art smocks regularly throughout the year.
- Kitchen Maintenance: Maintain kitchen supplies (dish soap, bleach, spray cleaners, trash bags, etc.). Checks kitchen supplies weekly, ensures kitchen shelves and drawers are organized and discusses with teachers what is needed.
- Recycling: Responsible for all the recycling needs in the preschool. Labeling all recycle stations, emptying recycle bins weekly, sorting through miscellaneous and unclaimed art work for weekly recycling.

Librarian/ Scholastic

Works with the Teachers and Classroom Chair 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.

Social Coordinator

Works closely with Marketing and Fundraising teams to coordinate/organize the snacks and refreshments for the monthly general meetings and other social events such as the Christmas party, open houses, silent auction, end of the year picnic. Responsible for planning 'non-fundraising' social events for the parents (with or without children) during the school year (for example, monthly book club, running club, babysitting cooperative, etc.).

School Event Coordinator

Works with the Teachers to plan, organize and book field trips or in-classroom events for the 2's, 3's and 4's classes; prepares field trip permission slips for distribution to parents; remind parents as the event approaches, arranges emergency contact numbers for all field trips, provides President with appropriate names and addresses after all field trips/visits so appropriate thank-you's are sent from DMPPP Executive. Arranges annual class photos and class DVDs; maintains class camera and updates photos in DMP's "FLIKR" account.

Community Relations

Responsible for working with Teachers, Personnel and Executive to foster sense of community at DMPPP; Assist families needing support, setting up child minding arrangements, etc. Organizes baskets for donation during holiday season. Provide support and assistance to the Teachers and Marketing team in DMP's community outreach initiatives, ex. Sock drives, SPCA donations, etc.

Personnel Committee (1 Chairperson and 3 Representatives - must have at least one rep from each class)

An effective committee that communicates regularly by e-mail/phone and meets occasionally if needed. The Personnel Committee is a body, separate from the Executive, whose purpose is to act with strict confidence in personnel matters such as:

- Teacher contract/hiring; probationary teacher assessment
- Conducting and compiling annual preschool evaluation.
- Assist in solving problems that may arise related to teachers and parents in a confidential manner.
- Works with class VP's and meets with parents to discuss issues such as missed/late duty days, missed general meetings, nonpayment of tuition, and lack of participation. Follows protocol, established by Executive, and takes appropriate disciplinary action when necessary.