

**UCP SAN DIEGO  
(FORMERLY,  
UNITARIAN  
COOPERATIVE  
PRESCHOOL)**

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**SCHOOL JOBS HANDBOOK  
REVISED OCTOBER 2014**

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## LEADERSHIP/BOARD POSITIONS

### CO-PRESIDENTS (2)

Estimated hours: 30

- UCP board member: attends all board meetings, and chairs every other one.
- Prepares agendas for all board meetings. Reviews and edits board meeting minutes.
- Keeps in regular contact with the preschool director by phone and in person.
- Must be available for brainstorming and troubleshooting.
- Represents the board at orientations and other school/church events.
- Represents the preschool in person or by writing to the wider community
- Coordinates with the other co-president, as well as the other officers on as needed basis.
- Serves on hiring committees to fill vacant staff positions as needed.
- Deals with legal counsel on any liability issues, e.g., employment, lawsuits, etc.
- Serves on Budget and Executive committees. These committees meet approximately three to six times a year or as needed.
- Involved with the planning of and participation in yearly Strategic Planning Meeting.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to SJC.
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### VICE PRESIDENT OF DEVELOPMENT

Estimated Hours: 30

The Vice President of Development will be responsible for coordinating the activities and tasks of the development sub-committees to reach UCP's annual fundraising goals. This will include the following:

- UCP board member.
- Works with Director, the Board and the other development volunteers to determine appropriate fundraising goals for the year.
- Creates an event budget proposal for submission to the Board.
- Creates a comprehensive fundraising/development calendar to be distributed among the parent body that clearly outlines the various fundraising activities and when they will occur.
- Acts as a liaison to UCP parents to disseminate information regarding development activities (e.g., email messages, announcements in Touchpoints newsletter). Creates goals for each fundraising job based on the school wide annual fundraising goals.
- Works with each development job coordinator to develop a strategic plan for attaining the goals outlined in their job.
- Identifies additional volunteers that may be necessary for each job.
- Plans regular meetings with each development subcommittee to determine progress toward fundraising goals, if any additional help is needed and how he/she can be of assistance as well as help find additional volunteers if necessary.

- Reports back to Director and the Board on progress of all development sub-committees and annual fundraising targets.
- Coordinates regular communication with the parent body around each fundraising target as appropriate as determined by existing fundraising events, etc.
- Accounts for funds raised during each fundraising event, where it came from, level of parent support, etc.
- Participates in fundraisers as needed.
- Participates in the strategic planning process for the school.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to SJC.

## TREASURER

Estimated Hours: 30

- UCP board member: Chair of the Budget Committee, attends all meetings.
- Coordinates with Fundraising Committee regarding fiscal matters.
- Oversees the school's financial records and statements.
- Oversees any audit with the office administrator/bookkeeper.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

## SECRETARY

Estimated Hours: 30

- UCP board member: keeps minutes of all Board Meetings.
- Distributes notice of all Board Meetings and posts meeting minutes within one week after a meeting is held.
- Maintains a record of all policy decisions made by the Board.
- Updates Policies and Procedures as they are changed at Board meetings.
- Serves as historian:
  - Maintains a file with previous minutes and decisions – brings to all Board Meetings.
  - Holds files of committees and chairpersons.
- Annually checks files of Board Members, Chairpersons, and Committees for completeness and accuracy. (Suggested times: one month before new officers assume responsibility).
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to SJC.

## ROOM REPRESENTATIVES (4)

Estimated Hours: 30

- Serves as a UCP Board Member.
- Attends monthly board meetings as a voting member.
- Reports to board regarding parent meetings, feedback from parents, and informs parents of board decisions (usually via written communication or room meetings).
- Keeps copies of board minutes to review with parents at room meetings.
- Serves as a Parent-Staff liaison/role model.
- Meets with respective teachers before the first day of school to strategize on the best ways to help the teacher.
- Serves as a liaison between room parents, the board, and the staff.
- Provides support and encouragement to staff and parents in order to address needs and concerns.
- Models involvement and cooperation; helps parents to function cooperatively.
- Encourages the above qualities by scheduling or assisting any interested parents to arrange additional social activities outside the school.
- Substitutes for other room representative should the need arise.

By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submits changes to School Jobs Coordinator.

## BOARD MEMBERS AT LARGE

Estimated Hours: 30

- Serves on the Board of Directors, attends board meetings and is available to volunteer for tasks associated with their area(s) of expertise. Examples of typical skills needed are fundraising, legal guidance, areas of expertise in education or strategic planning.

## ROOM PARENTS (4)

Estimated Hours: 20-30

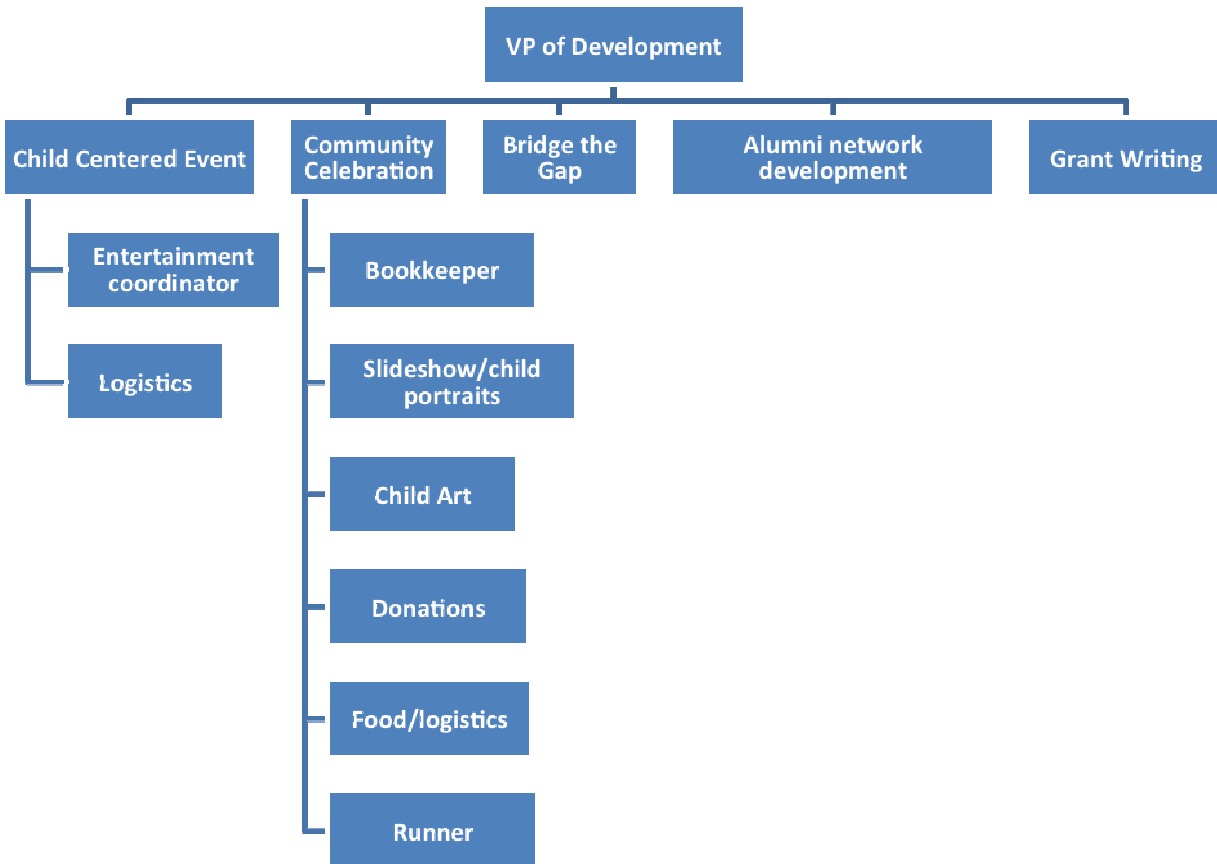
- Schedules Co-oping.
- Posts blank schedule by the **fifteenth of the preceding month.**
- Ensures that all co-oping days are filled (according to the needs of the staff), and that each family signs up for appropriate number of co-op days.
- Posts master schedule and gives copies to parents before the month begins both on the **classroom bulletin board** and **on-line under the parent link.**
- Posts co-oping sign-in list to assist in record keeping, swaps, make-ups, etc.
- Works with teachers to schedule room meetings in order that all parents may attend.
- Keeps minutes of the room meetings for written submission to the board and for any class parents who may have missed the meeting.
- Serves as a Parent-Staff liaison/role model.
- Meets with respective teachers before the first day of school to strategize on the best ways to help the teacher.
- Informs parents regarding important social dates (e.g., teacher birthdays, staff appreciation week, holiday celebrations).
- Coordinates Room Gift for Community Celebration/Auction event.
- Serves as a liaison between room parents, the board, and the staff.
- Provides support and encouragement to staff and parents in order to address needs and concerns.
- Models involvement and cooperation; helps parents to function cooperatively.
- Encourages the above qualities by scheduling or assisting any interested parents to arrange additional social activities outside the school.
- Substitutes for other room representative should the need arise.

By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submits changes to School Jobs Coordinator.

## DEVELOPMENT TEAM

Note: all positions work closely with the VP of Development. . Job descriptions for each position follow.

**Exhibit 1: Organizational Chart of Development Team**





## BRIDGE THE GAP COORDINATOR

Estimated Hours: 10

The Bridge the Gap Coordinator will work with the VP of Development to plan and implement the annual Bridge the Gap fundraiser to help support health care costs for preschool staff.

- Identifies appropriate time of year to implement the fundraiser
- Adds the fundraiser to the fundraising calendar (fundraiser will span one month during the regular school year).
- Drafts regular communication before, during and after the fundraiser to educate the parent body about the fundraiser (fliers, emails, etc.), outlining the goals of the campaign, why we do it and how the teachers are able to use the money raised.
- Submits all parent communication to the office at least one week before it is to be distributed to the parent body for approval by Director.
- Creates thermometer posters for each classroom that allows parents to track the amount donated toward their classroom goal.
- Identifies the amount needed, if every family donated, to reach goals and create classroom goals based on that.
- Identifies past participation and strategize how to create more engagement.
- Identifies the typical amount raised and based on that, determines the goal for the year.
- Drafts weekly update emails to the parent body during the fundraiser to be approved and sent out by the office.
- Updates the classroom thermometers weekly during the campaign.
- Drafts a final letter to the parents thanking them for their support and communicating how much money was raised and how much each teacher will receive.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to SJC.

## ALUMNI NETWORK DEVELOPMENT

Estimated Hours: 20-30 (we are delegating a member of each class that leaves, as the person who keeps their class up to date on school happenings several times a year.

The Alumni Network Development Volunteer will work with the VP of Development to build UCP alumni support and engagement with the preschool.

- Works with Director to identify families who fit into two groups of UCP alumni to target. The two groups of alumni families are 1) those who have recently “graduated” from UCP and are at nearby schools with large populations of former UCP students and 2) families who had kids come to UCP who are now in their 20’s and 30’s and still keep in touch with their UCP friends.
- Works with Director to identify elementary schools with large numbers of UCP students.
- Works with Director to identify existing UCP parents with kids in both UCP and other schools (recent graduates from UCP) who might be interested in coordinating a UCP alumni get together at ongoing UCP fundraising events.
- Reaches out to the alumni list to invite them to coordinate UCP alumni get-togethers.
- Drafts 2 general alumni updates to target both groups of parents as a way to keep them involved that identify key milestones for the school.
- Drafts alumni invitations to existing UCP fundraising events like the Community Celebration and “kid event”.
- Tracks alumni participation at events, alumni donations and alumni responses to communications vs. those contacted.
- Identifies other strategies to reach out to existing UCP alumni for future alumni development volunteers.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

## GRANT WRITING

Estimated Hours: 30

The Grant Writer will work with the VP of Development to support fundraising efforts and the UCP budget.

- Works with the VP of Development to draft a strategic plan describing grants to pursue, why, and timeline.
- Conducts any necessary research into existing grants for preschool’s/education non-profits related to the preschool’s philosophy, student population, needs, etc.
- Identifies 2 or 3 existing grants to pursue each year.
- Develops a calendar of due dates for grants and due dates for drafts to be submitted for review by the Development VP and Director before they are submitted.
- Acts as the contact for the preschool with any grant-making organization.
- Obtains any necessary information on past organizations that received the grant and the organization giving the grant to help when drafting the proposal.
- Meets with the VP of Development to strategize the appropriate points to hit when writing the grant.
- Writes the first draft of the grant and submits it for review to the VP of Development.
- Edits the 1<sup>st</sup> draft based on feedback by the VP of Development.
- Submits Draft 2 to Director for review and edits.
- Integrates Director’s feedback and edits into the draft.
- Submits final document.
- By end of school year (or upon completion of school job), reviews and makes

changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

### **CHILD CENTERED FUNDRAISER CHAIR**

Estimated Hours: 25-30

The Child Centered Fundraiser Chair will work with the VP of Development to support fundraising efforts through coordinating several fundraising events that involve children (e.g., dinner at Waypoint Public).

- Identifies how many volunteers are needed.
- Creates a group to volunteer to put on the events and assigns jobs as needed.
- Manages the communication around the event, event marketing, planning, implementation and take-down of the event, including the tracking and handling of any money raised.
- Drafts emails to UCP parents 1 month before the event to “save-the-date”, explains the purpose of the event, the target audience, what money will go to, and any basic info that is already confirmed.
- Drafts reminder emails, one week before the event and one day before the event to the UCP parents reminding them to attend.
- Helps with the set-up/tear down and day of logistics of the event
- Helps Bookkeeper manage money donated during the event.
- Reports to the VP of Development the amount of money raised and by whom, participation levels by category (ie, UCP family, community member, vendor donation, family from another pre-school, etc.)
- Drafts an email to the parent community at UCP, to be approved by the Director, thanking them for their participation, summarizing the amount raised at the event and how the funds will be used
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

### **CHILD CENTERED FUNDRAISER TEAM (1-2)**

Estimated Hours: 20-30

- Works with the Fundraiser Chair to coordinate all needed aspects for the child centered fundraisers.
- Assist Fundraiser Chair on scope of work (defined above).

## COMMUNITY CELEBRATION/AUCTION CHAIR

Estimated Hours: 30

The Community Celebration/Auction Chair will work with the VP of Development to support fundraising efforts for one large annual major fundraising event, which in the past has been an auction.

- Works with the VP of Development and Director to determine the general focus of the event, types of items auctioned, location, number of volunteers, etc.
- Develops a master timeline for the event, assigning team members due dates for all tasks.
- Directs the work of the Community Celebration team- makes sure team is executing all tasks.
- Manages the communication around the event, planning, implementation and take-down of the event, including the tracking and handling of any money raised.
- Drafts emails to UCP parents 3 months before the event to “save-the-date”, explain the purpose of the event, the target audience, what money will go to, and any basic info that is already confirmed.
- Manages RSVP’s and event numbers.
- Drafts reminder emails, one week before the event and one day before the event to the UCP parents.
- Helps with the set-up/tear down and day of logistics of the event
- Reports to the VP of Development the amount of money raised and by whom, participation levels by category (ie, UCP family, community member, vendor donation, family from another pre-school, etc.)
- Drafts an email to the parent community at UCP, to be approved by Director, thanking them for their participation, summarizing the amount raised at the event and how the funds will be used.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator

## COMMUNITY CELEBRATION/AUCTION RUNNERS (3-4)

Estimated Hours: 10

- (Week before) Prepares centerpieces for each dining table, as needed.
- Sets up tables/chairs/artwork, etc.
- Cleans up after event.
- Helps sort Silent Auction items in piles for each buyer
- Works as “Vanna” during the Live Auction
- Collects all bid sheets and items from Silent Auction tables as each section closes
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

## COMMUNITY CELEBRATION/AUCTION SLIDE SHOW AND CHILD PORTRAITS

Estimated Hours: 20-30

- Creates slideshow for school auction and coordinates DVD sales of slideshow with input and photos teachers may have. Be sure that all children and all staff have been included in slide show. The photographer is encouraged to make DVDs of the slide show to sell to interested parents. (Spring)
- Takes and develops a portrait for every child in the school. Follow last year conventions (see office for examples)
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

## COMMUNITY CELEBRATION/AUCTION CHILD ART

Estimated Hours: 20

- Under direction of the Community Celebration Chair, develops one work of art for the children to complete in each class. This may include:
  - Selecting known works of art (Van Gogh, Matisse, Monet, Seurat, etc) for inspiration
  - Bringing paint and other needed art materials to the classroom
  - Assisting each classroom's children to complete the work
  - Framing the final art work and delivering to the Community Celebration event
  - Showcasing each classroom's work in the hallway the week leading up to the event
  - Identifying an appealing presentation method (e.g. easels)
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

## COMMUNITY CELEBRATION/AUCTION FOOD AND LOGISTICS (2)

Estimated Hours: 20

Identifies local restaurants, breweries, wine bars, alternative beverages (e.g., Honest Tea) to donate food for the event

- Works with the auction chair to secure location, coordinate catering, linen rental, etc.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

## COMMUNITY CELEBRATION/AUCTION DONATIONS (4-6)

Estimated Hours: 30

- Develops and execute a work plan for identifying parent donations
  - Reviews and updates last year's donation forms and process
  - Works with Room Parents to message to classrooms importance of donations and to coordinate Room Gift, if appropriate
  - Sends out general communications about how to donate
  - Tracks all secured donations and their value
  - Develops bid sheets for the donations for the day of celebration
- Develops and executes a work plan to identify other donations from local businesses
  - Reviews and updates last year's donation forms and process
  - Works with Room Parents to message to classrooms importance of securing donations from local businesses (suggest each family secure at least one donation from a local business, could do classroom competition to track which classroom had the most parents who secured/provided a donation)
  - Sends out general communications about how to donate
  - Tracks all secured donations and their value
  - Develops bid sheets for the donations for the day of celebration
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

## COMMUNITY CELEBRATION/AUCTION PROGRAM

**ESTIMATED HOURS: 20**

- Develops and create a program/catalog for the auction items
  - Coordinate items, item numbers, and descriptions with the auction committee
  - Create digital catalog/program for distribution to attendees
  - Print catalogs (if needed and requested)

## ENRICHMENT POSITIONS

### PARENT ENRICHMENT CHAIR

Estimated Hours: 20

- Coordinates enrichment programs, approximately two to four events per year. (example: October, January, April, June)
- Coordinates with Preschool Director to identify subjects for enrichment events
- Coordinates program with speakers, calls to set up dates, reviews logistics.
- Sets event dates with director.
- Develops and produces fliers for each event.
- Arranges for childcare.
- Designates an Enrichment Assistant to attend each event.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to SJC.

### PARENT ENRICHMENT ASSISTANT (1-2)

Estimated Hours: 10

- Works with the Parent Enrichment Coordinator and other assistants on all parent enrichment programs.
- Each Enrichment Assistant is responsible for approximately 2 events per year, the following tasks are required for each event:
  - Ensure that the room is equipped properly with refreshments, chairs, etc., thirty minutes before the event.
  - Clean up the room following the event.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

## EVENTS POSITIONS

### FALL & SPRING POTLUCK, ORIENTATIONS ORGANIZER

Estimated Hours: 30

- Twice annually organizes potlucks (one in Fall and one in Spring), as follows:
  - Coordinates potluck dates with preschool office.
  - Distributes flier to advertise event. Submits info on event to Touch Points and Webmaster, as appropriate. Includes map and directions. Organizes the potluck event, including: Sign-up sheets for each classroom, with menu suggestions. Do this at least a week ahead of the event.
  - Determines the quantity of supplies (paper goods) needed, and contacts the preschool office administrator to ensure that this quantity is on hand.
  - Arrives very early at the picnic site to reserve the area, and sets up the food and games, and cleans up after the event.
- Fall Orientation:
  - Assists the Office in assembling information packets for each family (can be prior to the opening of the school in September).
  - Staffs welcoming table at orientation, distributing packets, nametags, and Parent Handbooks to arrivals.
  - Helps director and team leaders with organization, set-up, and clean up.
  - Acts as a hospitality person for new families at the orientation.
- Assists Director and Office Administrator as needed with organization and sets up July orientation program for new families.
  - Arranges all necessary catering, purchases all food, tablecloths, paper goods, etc. for the event.
  - Under direction of Office Administrator, prepares folders to be distributed at Orientation.
  - Organizes Parent Co-Oping panel and film on school's philosophy for Orientation.
  - Attends orientation to set up and clean up.

By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.



## MAINTENANCE POSITIONS

### WORK PARTY COORDINATOR

Estimated Hours: 30

- In September, contacts the Preschool office, to determine date of work party, usually in June.
- Coordinates year-end repairs and refurbishing jobs for work party.
- Meets with Director, teachers, and Classroom Work Party Coordinators at least once prior to the work party.
- Submits request for purchase of materials (including sand) and supplies needed for work party at least one month prior to the work party.
- Develops a list of work party jobs/repairs with Classroom Work Party Coordinators.
- **Attends Board meeting in April** to initiate process and inform the Board of related matters.
- Works with the Work Party Room Reps to determine that each family has signed up for a work party job.
- Provides alternative work party jobs as needed with input from the Office.
- Determines, along with Work Party Coordinators, that each job has been completed.
- oversees work party.
- After work party, follows up with families to ensure that everyone has fulfilled their work party commitment.
- **NOTE:** Performance of this school job does not fulfill the annual work party. It is a school job versus a work party commitment. Another family member must fulfill the work party commitment, or the work party commitment can be fulfilled through an individual project on another date.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description on an assessment form that will be given to you. Submit changes to School Jobs Coordinator.

### WORK PARTY ROOM TEAM LEADERS & CLASSROOM MAINTENANCE (4)

Estimated Hours: 10

- Meets with and assists the Work Party Coordinator as needed.
- Coordinates sign ups of work party jobs for each assigned room.
- Recruits skilled people for specific jobs, if necessary.
- Supervises activities in one of four assigned rooms on day of work party.
- Knowledge of carpentry, woodworking, tools, repairs, and/or painting is necessary.
- **Follows up on any jobs that are not completed** and with any families who need to complete the jobs for which they volunteered.
- In addition to work party duties, may be called upon by teachers or administration staff throughout the school year to perform/coordinate minor maintenance.
- **NOTE:** Performance of this school job does not fulfill the annual work party commitment. Another family member must fulfill the work party commitment, or the work party commitment can be fulfilled through an individual project on another date.

- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description on an assessment form that will be given to you. Submit changes to School Jobs Coordinator.

### **FURNITURE MOVER (4)**

Estimated Hours: 18

- Moves furniture out of and back in to the classroom when floors are waxed in
- August (before school begins), December (during winter break), and Spring (during spring break).
- Confirms waxing dates with Director.
- Removes furniture from the classroom by 8:00 a.m., and replaces it after 5:00 p.m. on waxing dates.
- Requires coordinating with School Jobs Coordinator. This job is recommended for parents who plan on being in town during winter and Spring breaks, and for those who plan on August enrollment. Parent must check out a key from the Office.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description on an assessment form that will be given to you. Submits changes to School Jobs Coordinator.

### **LAUNDRY**

Estimated Hours: 15-30 Picks up up the laundry, towels etc. to be washed on Fridays and returns them on Monday.

- Schedule to be coordinated with Teachers.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description on an assessment form that will be given to you. Submitx changes to School Jobs Coordinator.

### **SCHOOL JOBS COORDINATOR**

Estimated Hours: 30

- Serves as Chair and call meetings of School Jobs Committee, which consists of one Board Member, the Director, the Office Administrator, and any other interested parties.
- Revises School Job Assessment & Request Forms, getting input from School Jobs Committee.
- Oversees School Job Descriptions – ensures that each School Job has a hard copy in office or checked out to a parent with pertinent information regarding the performance of the job. Checks that the binders are updated and returned to the office at the end of the school year. Have one school jobs handbook displayed in each classroom.
- Attends at least one Board Meeting to discuss status of School Jobs. Typically, a mid year Board meeting is best.
- Distributes Job Request Forms to returning parents in April/May. The School Jobs Committee will then meet to assign school jobs.
- Distributes reminders at beginning of school year for new parents that have not yet selected a school job. The School Jobs Committee will then meet to assign remaining school jobs.

- Distributes and recovers Job Assessment forms as job is completed throughout the year. Incorporates assessments in binders in July.
- Assists the Director in Updating the School Jobs Handbook to distribute to parents at Fall Orientation.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook.

## CARPENTER (2)

Estimated Hours: 15

- Builds and/or repairs furniture, toys, etc. at direction of preschool Teachers and Director.
- Responsible for 2-4 projects each school year, depending on size of projects (or if split into two jobs, each carpenter is responsible for 1-2 projects). Ideally, each classroom would have a project done for them.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description on an assessment form that will be given to you. Submits changes to School Jobs Coordinator.

## DISASTER PREPAREDNESS

Estimated Hours: 6-10

- Inventories and compiles list of earthquake supplies and first aid kit contents for office and each classroom.
- Inventories each classroom's first aid packs, insures that all preschool families turn in their packs with reminder flyers, phone calls, etc.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

## CONNECTIONS AND CONNECTIONS (JOURNAL) EDITOR

Estimated Hours: 20

- Publishes paper-based preschool Connections Year Book (for distribution in July).
- Requires writing skills and desktop publishing skills.
- Solicits staff members for submissions to each issue of the journal.
- Compiles newsworthy items from outside sources for each journal.
- As needed, takes photos and/or solicits photos for inclusion in the journal.
- Arranges for duplication and binding of each edition of the journal, coordinating budget with office.
- Distributes each issue to preschool families and staff.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description on an assessment form that will be given to you. Submits changes to School Jobs Coordinator.

## WEBMASTER /I.T. ADMINISTRATOR

- Maintains Preschool Website.
- Updates relevant information.
- Works under the direction of the Director.
- Maintains Office computer system on an as-needed basis.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description on an assessment form that will be given to you. Submits changes to School Jobs Coordinator.

## SCHOLASTIC BOOKS COORDINATOR (1-2)

### Estimated Hours: 30

- Each coordinator is responsible for all aspects of Scholastic Book sales for **half of the school year**.
  - Advertises and promotes the purchase of Scholastic Books.
  - Collects books orders and checks completed by teachers and parents each month.
  - Verifies and processes orders and checks.
  - Communicates with teachers regarding bonus points available for their use.
  - Checks incoming orders.
  - Distributes books to parents and teachers
  - Gets order forms out early for special times of the year, such as Halloween, winter holidays, Valentine's Day, and Easter.
  - Promotes the benefits to the school.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submits changes to School Jobs Coordinator.

## SOCIAL OUTREACH

### Estimated Hours: 15

Teaching social responsibility to young children is likely to help reinforce their own sense of compassion and long-term willingness to engage with and help better their own communities. UCP will offer several different opportunities this year for preschool families to get involved in the school's Social Outreach. Although UCP does not require participation, we hope that the preschool families will enjoy the opportunities to experience these activities with their children.

Two events for donations or volunteering will directly impact the health and well being of children in the surrounding communities.

#### **Book Drives for North Park Family Clinic**

*Building language and literacy at a young age.*

We will continue an ongoing relationship with this neighborhood family clinic through our donations of **new** books for young children who visit the clinic. Many children who come to the clinic do not have books to read at home.

- Our donations will promote the good feelings and learning that come from taking a new book home to keep, read and discover. Reminders notifying you of the 2-week long UCP Book Drive will be sent to you with dates when donated books will be collected.
- Please encourage your child to be involved in the fun selection and purchasing of the book(s). Surely there are many favorite titles that will be as much pleasure to give and share as to be received! As a helpful tip, you may find it convenient to purchase extra books for the North Park Family Clinic children while selecting items for your own child through Scholastic Books.

### **Tentative Calendar of UCP Outreach Opportunities**

**December:** *Book drive* at each preschool classroom.

**March:** *Book drive* at each preschool classroom.

By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

### **RECYCLING (2)**

Estimated Hours: 30

- There are two positions for recycling. One is to recycle for the preschool office and one is to help with recycling for all the classrooms. It is an 11 month job.
- By end of school year (or upon completion of school job), reviews and makes changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

## 2014-2015 SCHOOL JOBS

School Job:	Family/Parent	Room #
<b>Leadership &amp; Board Positions</b>		
Executive Director:	Patty Eshleman	Staff
Co-President:	Lisa Frisella	107
Co-President:	Stasi Chase	107
V.P. of Development:	Veronica Grajeda	107
Secretary:	Katie-Jo Keppinger	107
Treasurer:	Dave Gatzke	107
Staff Representative:	Heidi Moker	Staff
Room 109 Rep to the Board:	Amy Kiger	109
Room 105 Rep to the Board:	Amy DeVaudreuil	105
Room 107 Rep to the Board:	Lara Braff	107
Room 103 Rep to the Board:	Rami Djemal	103

Board Member at Large:	Jenn Danzig	Alumni
Board Member at Large:	Meredith Pung	107
Board Member at Large:	Venkat Sethuraman	107
Board Member at Large:	Emily Fox	105

<b>Room Parents</b>		
109 Room Parent:	Aron	109
105 Room Parent:	Danis	105
107 Room Parent:	Wolf	107
103 Room Parent:	Musico	103

<b>Development Positions</b>		
Bridge the Gap Fundraiser	Andrea Yoder	103
Alumni Network Coordinator	Erin Liddell	Alumni
Alumni Network Coordinator	Jenn Danzig	Alumni
Grant Writing:		
Child Centered Fundraiser Chair:		
Child Centered Fundraiser Assist.:		
Auction/Community Celebration Chair:	Marnie Brookolo	105
CC Assistant:	Boots	105
CC Assistant:	Opsal	103
CC Runner:	Snodgrass	109 & 107
CC Slideshow & Portaits	Stasi Chase	107

<b>CC Catalog:</b>	Stockwell/Lehovic	105
<b>CC Donations/Runner:</b>	Findlay	103
<b>CC Donations/Runner:</b>	Collins	103
<b>CC Donations/Runner:</b>	Curtis	109
<b>CC Donations/Runner:</b>	Jensen-Akil	105
<b>CC Donations/Runner:</b>	Perlman	103
<b>CC Food &amp; Logistics:</b>	Quinlan/Tarbell	105
<b>CC Art:</b>	Ramanathan	107

<b>Enrichment Positions</b>		
<b>Parent Enrichment Chair:</b>	Theakston	109
<b>Parent Enrichment Assistant:</b>	Funke	107

<b>Events:</b>		
<b>Orientations</b>	Coppedge	105
<b>Community Outreach:</b>	Martinez	109

<b>Maintenance Positions</b>		
<b>School Job Coordinator:</b>	Weisskopf	105
<b>Work Party</b>		
<b>Work Party Coordinator:</b>	Tom Rottler	107
<b>Room 109 Coordinator:</b>		
<b>Room 105 Coordinator:</b>	Quinlan/Tarbell	105
<b>Room 107 Coordinator:</b>	Snodgrass	107
<b>Room 103 Coordinator:</b>		
<b>Furniture Movers, Event set up &amp; Take Down</b>		
<b>Room 109:</b>	Garcia/Afán	109
<b>Room 105:</b>	Trauth/Moncada	105
<b>Room 107:</b>	Snodgrass	107
<b>Room 103:</b>	Fields/Harlow	105
<b>Laundry</b>		
<b>Room 109:</b>	Misrach	109
<b>Room 105:</b>	Wall/Chang	105
<b>Room 107:</b>		
<b>Room 103:</b>		
<b>Carpenter:</b>	Callow	107
<b>Disaster Prep/Admin Assist.</b>	Helms	107
<b>Connections (Yearbook)</b>	Ramsower	105
<b>Scholastic Books:</b>	Findlay	103
<b>Recycling (Office):</b>	Rupp	105
<b>Recycling (Classrooms):</b>	Pasieczny	107
<b>Woodwork</b>	Herbert	107