



## Role Descriptions for Daily Operations

At VMCP we are all co-teachers, and nobody is left to do any one job alone. As a team, we believe we can keep our school functioning in the best possible way by fostering community, collaboration, and friendships. VMCP's Daily Operations are broken down into **4 major areas of stewardship** in order to best support the daily functioning of the school. Under these 4 major stewardships, families will adopt a specific role for the year.

- I. **Board Ambassadors** .....pgs. 2-3
  - A. Chair
  - B. Co-chair
  - C. Treasurer
  - D. Secretary
  - E. 4 Parent Coordinators (one per class)
  - F. Registration & Scholarships
  - G. Community Outreach & Development
  - H. PAC Rep and Parent Education Supporter
  - I. Healthy and Safety Officer
- II. **Teacher Ambassadors**.....pgs. 3- 5
  - A. Dramatic Play Support(s)
  - B. 4 Teacher Ambassadors (one per class)
  - C. Toy/Storage Room organizer
  - D. Newsletter/Objectives Communication
  - E. Library Assistant
  - F. Curriculum Enhancement
- III. **Community Outreach and Development Ambassadors**.....pgs. 5-6
  - A. Website maintenance
  - B. Community Outreach and Social Media
  - C. Public Relations Management
  - D. Corporate Money Coordinator
  - E. Community Development Assistant
- IV. **Facilities Ambassadors**.....pgs. 6-8
  - A. Common Space Manager & Recycling
  - B. Costco Shopping and Restocking
  - C. General Outdoor Maintenance and Cleaning
  - D. General Indoor Maintenance and Cleaning
  - E. Carpentry
  - F. Laundry
  - G. Bathrooms (2 people)
  - H. Kitchen (2 people)
  - I. Floors (2 people)

## Board Ambassadors

**Chair & Co-Chair:** The Chair and Co-Chair shall (1) preside over all meetings of the cooperative and of the board of directors; (2) call special meetings of the board of directors; (3) appoint such committees as the board of directors may deem advisable for the proper conduct of the cooperative; (4) be central in facilitating all school communications and business; and (5) perform all acts and duties usually performed by a presiding officer.

**Treasurer:** The treasurer shall be responsible for the keeping and disbursing of all monies of the cooperative, and shall keep accurate books of accounts of all transactions of the cooperative. The treasurer shall perform such duties with respect to the finances of the cooperative as may be prescribed by the board of directors. The treasurer shall act as the liaison between VMCP and VMCP's hired bookkeeper.

**Secretary:** The secretary shall keep a full and complete record of all meetings of the cooperative and of the board of directors and shall have general charge and supervision of the books and records of the association. The secretary shall sign papers pertaining to the cooperative as authorized or directed by the board of directors. The secretary shall serve all notices required by law and by these bylaws and shall perform such other duties as may be required by the cooperative or the board of directors. The secretary shall update governing documents as revisions are made, and shall present such changes to the membership for approval at the All-School Business Meeting. Upon the election of a successor, the secretary shall turn over all books and other property belonging to the cooperative.

**Class Parent Coordinator (PC) (4 positions):** Parent Coordinator is responsible for: coordinating snack schedule, creating monthly classroom station schedule, keeping all parents informed as to Board Meeting news and general Co-op information, and acting as a liaison between Teacher and Parent, and Parent and school operations/member obligations. The PC will also make sure that each family has a Handbook and that all necessary forms have been completed and filed.

**Registration and Scholarships Chair:** The Registrar and Scholarship Chair shall coordinate pre-registration in the spring; notify membership of dates; coordinate online and paper registration; confirm registration with members; be available for registration-related questions. Coordinates South Seattle College registration, in collaboration with Class PCs (who mainly manage follow-up). Maintains and updates official roster and distributes to board members, teachers, web-site/email distribution manager and Co-op families. Checks Co-op voicemail and P.O. Box for registration/school information requests. Distributes and collects scholarship applications. Approves scholarships with Treasurer. Makes available registration forms at Open House(s). Coordinates Operation Role sign-up by Co-op families and maintains Master list. Tracks/requests Immunization forms upon initial registration until the Safety/ Health Officer Operations job is filled.

**Community Outreach & Development Chair:** The Development Chair shall coordinate VMCP's fundraising events (including an on-line auction, or any other events deemed necessary to raise needed funds). Included in those duties are overseeing jobs necessary to support the fundraising project; brainstorming creative and fun fundraising ideas for the school; and helping find

sponsorship contributions to support fundraising, including handling “thank you” distribution of said sponsors.

**Parent Advisory Council (PAC) Representative:** The PAC Representative is VMCP’s representative to the South Seattle College Parent Advisory Council. The PAC votes on guidelines and recommendations on issues common to all co-ops and will be VMCP’s voice at NSC. Specific duties include: attend PAC meetings at South Seattle College; participate on a PAC Committee; act as a liaison between VMCP and PAC; report relevant information at class meetings. Reports to board, not required to attend all board meetings.

**Safety/ Health Officer:** Assists in assuring adequate safety standards, according to the South Seattle Community College Risk Manual. Performs quarterly fire/earthquake drills and safety inspections. Provides necessary documentation pertaining to drills/safety inspections. Comes to initial Parent Ed meeting to educate teachers, instructors and parents about emergency plan for the school. Maintains preschool emergency kit and classroom first aid kit. Takes over responsibility from Registration Chair for collecting/updating immunization forms after start of the year. Tracks changes in immunization requirements, and manages internal Co-op communication related to illness outbreaks. Communicates with the school about lice outbreaks, rat/mouse infestations, raccoon latrines, etc. Reports to board, not required to attend all board meetings.

### Teacher Ambassadors Team

#### Reports to Head Teacher, Parent Instructors

**Dramatic Play Coordinator(s):** Work with the teacher(s) to change the dramatic play area themes on a monthly basis. For this position, you will be provided guidance from the teacher, but you and your dramatic play partner will work independently as well. A creative eye and good imagination are a plus! This work can be done on the weekends and/or after school and includes:

- Packing up current themes and putting them away in the storage area
- Setting up new themes (teacher will supply you with a list of themes for the year)

**Toddler Teacher Ambassador:** Work closely with the classroom teacher and assist with any projects that need curriculum support. This might include...

- Making playdough
- Cutting items for the children to use in a project
- Collecting needed items for a project

**2/3 Teacher Ambassador:** Work closely with the classroom teacher and assist with any projects that need curriculum support. This might include...

- Making playdough as needed
- Working with the teacher to help prepare materials for art projects and other curriculum needs
- Collecting needed items/material for a theme project (toilet paper roles, cans, jars, etc.)
- Passing back art work to parents each month
- Checking in weekly with teacher for any other tasks that she might need assistance with.

**3/4 Teacher Ambassador:** Work closely with the classroom teacher and assist with any projects that need curriculum support. This might include...

- Coordinating field trips with the Curriculum Enhancement Assistant. This may include: filling out appropriate South Seattle College paper work, helping arrange carpools, collecting any needed funds and forms, and sending out reminders to parents.
- Making playdough as needed
- Working with the teacher to help prepare materials for art projects and other curriculum needs
- Collecting needed items/material for a theme projects (toilet paper roles, cans, jars, etc.)
- Passing back art work to parents each month
- Checking in weekly with teacher for any other tasks that she might need assistance with.

**4/5 Teacher Ambassador:** Work closely with the classroom teacher and assist with any projects that need curriculum support. This might include...

- Coordinating field trips with the Curriculum Enhancement Assistant. This may include: filling out appropriate South Seattle College paper work, helping arrange carpools, collect any needed funds and forms, and sending out reminders to parents.
- Coordinating classroom visitors from our community with the Curriculum Enhancement Assistant. This may include: filling out appropriate South Seattle Collage paper work, reaching out to the individual and teacher to come up with a mutually agreed upon time (there is usually either a field trip or visitor each month)
- Making playdough as needed
- Working with the teacher to help prepare materials for art projects and other curriculum needs
- Collecting needed items/material for a theme project (toilet paper roles, cans, jars, etc.)
- Passing back art work to parents each month
- Checking in weekly with the teacher for any other tasks that she might need assistance with.

**Toy/Storage Room Organizer:** This position, which is done outside of classroom time, involves redistributing art and sensory tub materials, and misc. toys that have been used for the theme. You will work closely with your teacher at the beginning of the year to learn the location of the different storage areas, and how things are stored. Then, you will...

- Weekly, help put away clean art supplies from the kitchen area
- Help empty the sensory tub and put away the sensory materials as needed
- Help wash the sensory tub items and put them away
- Put away old playdough tools when the theme changes

**Newsletter/Objectives Communication:** This position involves producing a regular newsletter that will be distributed to our general preschool membership, as well as used for promotional information. You will also help...

- Spread important information about learning objectives in our school
- Collect photos and information from the teachers and instructors for the newsletter

- Gather important dates and information that would be helpful for the general membership

**Library Assistant:** This position is perfect for someone who loves children’s literature and has access to the King County Public Library. Books are generally changed out monthly. The library assistant will:

- Collect books from the public library on the current theme, and for a wide-variety of ages
- Help display books in the classroom
- Collect books once the theme is over and return them to the public library
- Pull theme-based books from the co-op stock
- Restock books once theme is over

**Curriculum Enhancement:** For this position, you will work with the classroom teacher and teacher ambassador to schedule activities that will enhance the VMCP curriculum. Activities will support and expand upon the classroom themes and be designed to match the developmental stage of each class. This role involves:

- Scheduling and coordinating class field trips (primarily for the 3/4 and 4/5 classes) which entails setting up places for field trips and communicating with other organizations where field trips take place (for example, the Seattle Children’s Theater)
- Coordinating carpooling to and from field trips
- Making sure necessary paperwork and permission slips are signed
- Scheduling guests and visitors for class (communicating with visitors, being the point person to set up the visits, answering questions, etc).

## Community Outreach & Development Team

### Reports to Development Chair

**Website Maintenance:** If you are a strong tech person, this position is for you! You will be in charge of maintaining and updating our website. This includes...

- Updating any class or tuition changes
- Managing staff changes and bios
- Posting fundraising events
- Working with the development chair for the online auction
- Managing the email distribution lists & changeover for next school year in June

### Community Outreach and Social Media

- Design, and then distribute, flyers and posters to public places around town to promote the preschool (especially for any special events and registration information)
- Post regularly on Facebook or other social media sites, including photos, testimonials, field trips and classroom themes and events
- Update the event sign in front of the school regularly (coordinate with board regarding signage need)

**Community Development Assistant:** This position involves...

- Assisting the Development Chair in coordinating fundraising events/activities
- The amount of work varies depending upon the fundraising goal, but could include helping to set up/organize an online auction, helping to plan and execute a movie or trivia night, procuring donations for said events, writing thank you cards, or soliciting sponsorship from local businesses for fundraising efforts.

**Public Relations Management:** Our public relations manager is critically important in distributing information out to the community about our preschool. You will work with the Development Team to find creative and fun ways to promote Vashon Maury Cooperative Preschool in our community. Duties might include...

- Writing articles for the Beachcomber (or other publications) announcing important events, new staff, or activities (monthly if relevant)
- Design ads and posters to advertise school enrollment periods
- Work closely with the Community Outreach/Social Media person to provide a continual flow of interesting articles, photos of co-op events, and other pertinent information
- Update promotional material as needed, and maintain a supply of said materials at the school
- Maintains the large calendar in the foyer, changing it monthly with important meeting dates, field trips, etc.

**Corporate Money Coordinator (Thriftway Receipts):** This position involves...

- Organizing preschool participation in Thriftway's "1% back on receipts" program
- Sending emails that explain the receipt program, and regular (monthly) reminders for families to turn in their receipts
- Check the receipt holding box regularly at the preschool
- Submit receipts to Thriftway, making sure all appropriate information is on each receipt
- Report results of this fundraiser to the Treasurer and co-op membership quarterly
- Maintain AmazonSmile account
- Find and implement other corporate match and employee match programs

## Facilities Team

### Reports to Co-Chair

**Common Space Manager and Recycling:** The Common Space Manager is responsible for taking a look throughout the building and playground once a week to keep our school looking fresh and tidy! This involves...

- Tidying up the countertops in the foyer (organizing pamphlets, tossing trash)
- Moving unclaimed items to lost and found bin
- Taking lost and found items to Grannie's once a month
- Collecting school recycling and taking it to the dump weekly

**Costco Shopping/Restocking:** In this position, you will be responsible for keeping the school stocked with cleaning supplies, kitchen and bathroom supplies, paper goods, garbage bags, etc. Costco membership is helpful for the best prices. This role is great for someone who makes weekly runs already. In addition to shopping, you will:

- Check weekly to see what needs restocking
- Post a shopping list so others can make requests as needed
- Restock and store items throughout the building once they have been purchased

**Outdoor Maintenance & Cleaning:** You will be responsible for maintaining the vegetated areas at the school space. You will check in regularly with the classroom teacher to see if anything needs to be done. While our site has a regular groundskeeper, you may be responsible for...

- Some light weeding
- Helping to lay bark
- Spreading sand
- Trimming hedges
- Assisting with summertime projects as needed
- Monitoring the condition of outside toys and play structures to ensure safety of the playground
- Work with the carpentry position to make necessary repairs

**Indoor Maintenance & Cleaning:** This position monitors the condition and ensures safety of all toys and equipment inside the classroom and school. You will make arrangements for repairs as necessary or manage the repair yourself if you are able. The role might include...

- Making a place where parents can make note of any repairs that are needed, including contact information if the repair feels urgent
- Changing light bulbs in all areas of the school (some may require a ladder)
- Regularly checking the climber and other play structures and toys in the classroom for any issues
- Helping to hang items that need hardware
- Working closely with the Health and Safety Officer as needed
- Checking in regularly with the teacher(s) about any odd job that might need to be done

**Carpentry:** If you have great carpentry skills, this position is for you! The carpenter works closely with the Indoor and Outdoor Maintenance positions and will be available for special projects around the school that need carpentry skills. This could include...

- Building a bench
- Helping create an outdoor play structure or overhead protection
- Constructing outdoor interest areas like a wood-working bench, an outdoor kitchen, or an interesting climbing structure. You might also work on an indoor project, like shelving or something for a specific center.

**Laundry:** For this position you will take home the preschool laundry to do on a weekly basis. We use a lot of towels, so before accepting this position, make sure your home laundry can handle the extra weekly load! This position also includes:

- Checking the playground, classroom, and kitchen for dirty towels or laundry
- Folding and putting away clean laundry upon return

**Cleaning Coordinators for Bathrooms:** This is a two-person job, which will require some coordinating with the other bathroom cleaner. Work with your partner to devise a schedule to ensure each bathroom is cleaned weekly. You'll post your cleaning schedule and checklist in each restroom and record the date of each cleaning. Things that need to be done each week include...

- Checking the supply of soap, paper towels and toilet paper
- Taking out garbage when full
- Restocking any low items
- Disinfecting touched surfaces (toilet, sink, door knobs, light switches) in compliance with our Risk Management Manual

**Kitchen Cleaning Coordinators** - This is a two-person job, which will require some coordinating with the other kitchen cleaner. Work with your partner to devise a schedule to ensure the kitchen is cleaned weekly. You'll post your cleaning schedule and checklist in the kitchen and record the date of each cleaning. Things that need to be done each week include...

- Cleaning out the refrigerator
- Scrubbing the sinks and faucet
- Wiping down countertops
- Organizing countertops
- Disinfecting the snack cart
- Cleaning the microwave
- Emptying the dishwasher if it is full
- Wiping down shelves/drawers and organizing as needed
- Wiping fronts of cabinets
- Taking out garbage if full

**Floor Cleaning Coordinators:** This is a two-person job, which will require some coordination with the other floor cleaner. Work with your partner to devise a schedule to ensure the floors are cleaned weekly. Things that need to be done each week include...

- Sweep and mop classroom floors
- Move furniture (when possible) to reach the out-of-the-way places
- Clean around edges of furniture that can't be moved
- Vacuum toddler and main classrooms, as well as the foyer and back hall
- Sweep bathrooms and kitchen
- Steam clean floors about once a month