

# SCHOOL COMMITTEE JOB DESCRIPTIONS (Board members & Health Consultant exempt)

**ADMINISTRATIVE SUPPORT:** Supports administrative staff with jobs such as stuffing parent pockets, making copies, editing forms, cutting postcards, filing, database entry, etc. Assists board and staff with the annual fundraising letter. This position works well for someone who has time available to be at the school about one hour per month.

**CLASS COORDINATOR:** Organizes parent helping schedule and late-August class potluck, encourages parent support of class activities, assists teacher as requested, builds community feeling among class families and promotes grocery card sales. Also serves as Auction class representative. This assignment involves many phone calls and emails. An August orientation meeting and Auction meeting are required. This position is preferably filled by a returning family.

**EDUCATION SUPPORT:** Facilitates parent education programs including Kindergarten Readiness and Positive Solutions. Responsible for planning "Month of the Young Child" activities. Supports teachers by making play dough and organizing/cleaning educational supplies. Provides teacher lunch at Parent/Teacher conversations and conferences.

**EVENTS COMMITTEE:** Promotes Ruth Washburn by coordinating and hosting school-wide events throughout the year including The Harvest Festival, The Alumni/Legacy Event, All-Parent Meetings in fall and winter, April Play Date, and the All-School Picnic in May.

**AUCTION COMMITTEE:** The Auction Event is an annual fundraiser for RWCNS. The event will be at a local venue and will include a silent and live auction. The Auction is an upscale event, generally held in a hotel ballroom or other large venue. The committee works with administration to plan, coordinate and execute the event to raise funds for the school.

**FUNDRAISING & GROCERY CARDS:** Responsible for implementing fundraising activities such as Grocery Cards, T-Shirt Sales, Annual Plant Sales, Children's Art Fundraiser, Poinsettia Sales, Mixed Bag Fundraiser and Commemorative Tiles. Explores new fundraising ideas and opportunities.

**GROUNDS:** Plans and implements year-round care of the growing areas of the property and school landscaping, including planting, weeding, watering and animal scat clean up. Families will be assigned to a specific area to care for during the school year.

**GRANT WRITING:** Collaborates with administration and board to create a long-term development plan, research potential grant opportunities, write grant proposals and letters of inquiry. Grant writing group will be responsible for securing at least one new grant per year. Previous grant experience is helpful.

**LIBRARY:** Maintains the school library by shelving and repairing books on a weekly basis. Works with staff to update library catalog and coordinate with library database. Facilitates scholastic book orders and book fair. Maintains organization/cleanliness of Minnow's Room.

**MAINTENANCE/ OPERATIONS:** Works to ensure the maintenance and repair of the school's building and playground while implementing the vision for our property. Organizes and supervises Work Days and assigns maintenance tasks to parent workers throughout the year. Periodically informs families of any remaining obligations. Committee members are still responsible for the required 8 hours of regular maintenance.

**MEDIA:** Works in collaboration with teachers and staff to edit and format monthly e-newsletter. Newsletters will contain photographs and stories about school activities, information of interest about RWCNS families and children, as well as pertinent articles and information about early childhood education. Adds content from newsletter to blog on website and manages Facebook page. Works with Administration to design marketing material and fliers for the cooperative. This committee is great for anyone who has experience with photography, social media, websites, newsletters, marketing or design. Individuals will be assigned to an individual or group task within this committee based on interest and skillset.

**PYRAMID PLUS LEADERSHIP TEAM:** Participates monthly meetings to research and evaluate evidence based social emotional practices in order to provide the Ruth Washburn Community with a framework used to continually enhance students' social emotional development.

**SHOPPING:** Responsible for weekly shopping at King Soopers, monthly shopping at Costco, and ad-hoc shopping as necessary.

**SPONSORSHIP COMMITTEE:** Collaborates with Executive Director to retain and procure sponsorships for Auction. This is mostly email and phone work.

**TECH SUPPORT:** Provides computer technical support for the school. Assists with technology questions and needs including networking, security system, internet issues, social media and website development. Provides tech support at All-Parent Meetings and end-of-year class slide shows. Works with staff to troubleshoot technology issues and help staff with software training.