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. 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 school activities, assists teacher as requested, builds community feeling among class families. Also serves as Fork & Bottle Auction class representative. See description under Fork & Bottle for more information about this event. This assignment involves many phone calls and emails. An August orientation meeting is required. This position is preferably filled by a returning family.

**EDUCATION SUPPORT:** Facilitates parent education programs. 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:** Promotes Ruth Washburn by coordinating and hosting school-wide events throughout the year including The Harvest Festival, The Auction, All-Parent Meetings, and the All-School Picnic in May.

**FACILITIES UPKEEP:** 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. Committee members are still responsible for the required 8 hours of regular maintenance.

**GARDENING AND GROUNDS:** Plans and implements year-round care of the growing areas of the property and school landscaping including planting, weeding and watering.

**LIBRARY:** Maintains the school library by shelving, cataloging and repairing books on a weekly basis. Facilitates scholastic book orders and book fair. Maintains organization/cleanliness of Minnow’s Room.

**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 social media pages. 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:** Attend evening meetings (approximately every other month during the school year) to ensure that the Pyramid Plus Approach is implemented at RWCNS to fidelity. The Pyramid Plus Approach is 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.

**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.