

Dexter Cooperative Preschool Job Descriptions



NON- BOARD JOB DESCRIPTIONS:

A) Auditor (1 person): Review the treasurer's QuickBooks file once per quarter and make any necessary adjustments. File quarterly and annual payroll tax forms, 990EZ, and Michigan Annual Report Return.

B) Cleaning Committee (16 people): Clean the coop monthly as directed by the cleaning coordinator. This job is to be done after school on Friday or on the weekend.

C) General Maintenance (1 person): Perform maintenance jobs as directed by the teachers or board. This person should be handy and is expected to provide their own tools.

D) Health Records Coordinator (1 person): Maintain a roster of the Coop students' immunization records on the Michigan Care Improvement Registry website. Ensure that each child has turned in a completed health appraisal form. Organize and file health appraisal forms at the preschool. Monitor communicable diseases during the school year and send a weekly report to the Washtenaw County Health Department. At orientation give a short presentation on the first aid kit, bloodborne pathogens, and when to keep a sick child home. During the school year, notify families of potential communicable disease exposures in their child's classroom.

E) Publicity Committee

a. Blog/PR Assist (1 person): Manages the blog for the coop and assists the Public Relations Coordinator with PR events.

b. Website/technology (1 person): Maintains and updates the coop's website as directed by the board. Helps with technical needs of the teachers and board members.

F) Supplies Coordinator (1 person): Purchases general supplies for the school as directed by the teachers or the board. This person should have a Sam's Club or Costco membership.

G) Teachers Helper (2-4 people): Assist teachers with preparing materials for class sessions as directed. Also, responsible for washing and returning laundry.

H) Ways and Means Committee (1-2 people): Assist the Ways and Means Chairperson with coordination of fundraising projects for the year.

I) Yearbook Photos (4): Sets up photo sharing account (using a website such as Shutterfly). Take and collect photos of students. Create a class yearbook; collect orders and distribute yearbooks before the last day of school.

J) Events Committee (1-2 people): Assist events coordinator with special coop events and help organize class pictures.

EXECUTIVE BOARD MEMBERS

(Attends monthly board meetings in addition to listed responsibilities)

*A more detailed document is provided for each board member's role and responsibilities.

The following members of the board are elected by a majority of Dexter Cooperative Preschool members.

A) President

- a. Prepare an agenda and presides at all General Membership and Executive Board meetings.
- b. Act as an ex-officio member of all committees.
- c. Negotiate rental contract for the preschool premises.

- d. Exercise general supervision over the affairs of the preschool.
- e. Review and present evaluation of teachers, along with Vice-President, with input from general membership evaluations.
- f. Arrange and conduct contract negotiations for the employees of the preschool as approved by the board, in conjunction with the Vice President and the Treasurer.
- g. Arrange for an annual review of the books and budget with the Treasurer.
- h. Handle renewal of preschool licensing in conjunction with the Program Director.
- i. Direct the orientation program with the Vice President.
- j. Close school in an emergency after consultation with the teachers.
- k. Aides all members in meeting state requirements to be an unsupervised volunteer in the classroom (i.e. fingerprinting requirements)

B) Vice President

- a. Is the hope that the Vice President assumes the office of the President the following year.
- b. Assume the duties of the President due to illness or resignation.
- c. Assume such additional duties as deemed necessary by the President
- d. Obtain and maintain all required school insurance.
- e. Oversee job assignments of non-board members.

C) Secretary

- a. Keep and distribute minutes of General Membership and Executive Board meetings.
- b. Collect mail from P.O. Box and church mailbox; distribute to appropriate people.
- c. Keep attendance records at General Membership and Executive Board meetings.

- d. Label mailboxes with student and parent names and jobs before the orientation meetings and as needed throughout the year.

D) Treasurer

- a. Report budget status at monthly board meetings and quarterly general membership meetings.
- b. Keep complete books and files, government reports, and returns.
- c. Pay outstanding bills; do payroll
- d. Close out books by July 31 each year and submit books for audit every two year.
- e. Present monthly printed reports of itemized receipts and disbursements to the board.
- f. Chair the annual proposed budget meeting and submit the proposed budget to the board in August of each year.
- g. Maintain the bank accounts for the preschool.
- h. Arrange for an annual review of the books with the President.
- i. Arrange for the bonding of the appropriate individuals.
- j. Be present at contract negotiations of coop employees.
- k. Meet with Ways and Means Chairperson as necessary to reconcile fundraising income.

E) Tuition Treasurer

- a. Collect monthly ACH forms from all families at the beginning of the school year and as new members are added throughout the year.
- b. Run tuition through PNC each month and record tuition as paid per each member.
- c. Assess necessary late fees and contact members as necessary
- d. Deposit any tuition checks monthly for families that choose not to do ACH

F) Ways and Means Coordinator

- a. Plan and organize board approved fundraising projects with the assistance of a committee.

- b. Be responsible to attempt to raise money as indicated by the fundraising goal.
- c. Report all fundraising projects at board meetings and general membership meetings.

The following members of the board are appointed by the President

A) Membership

- a. Acquaint new members with the rules and policies of the preschool.
- b. Collect and keep record of all paperwork from members. Distribute paperwork to the necessary person or file.
- c. Maintain a complete and accurate membership list.
- d. Maintain a past membership file and track alumni to make them aware of registration for younger siblings.
- e. Maintain a waiting list (if necessary) for entrance into the preschool.
- f. Handle all inquiries about applications for membership.
- g. Notify the board and teachers of admissions and withdrawals.
- h. Answer telephone for the preschool. Return calls or distribute messages to the correct person.

B) Membership Assist

- a. Assist membership chair from August to December and take over as membership beginning in January through December of the following year.

C) Events Coordinator

- a. Organize school picture day. Arrange for school pictures with a photographer and be present on picture day for all sessions.
- b. Organize meet the teacher the week before the start of school.
- c. Chair year-end family fun event. Plan for food, entertainment, and location.

- d. Work on committee with Publicity to organize preschool involvement in any events that publicize the coop.
- e. Work with membership and publicity to organize an open house.
- f. Organize any other events approved by the board.

D) Cleaning Coordinator

- a. Meet with cleaning committee members to discuss cleaning duties.
- b. Post a monthly cleaning schedule for the committee
- c. Verify that the monthly tasks are completed. Report to the board any duties that are not being fulfilled for further discussion.
- d. Maintain an inventory of cleaning supplies. Notify the Supplies Coordinator of supplies needed.

E) Publicity Chair

- a. Coordinates publicity for the coop such as social media, blogs, website, yard signs, etc.
- b. Actively recruit new members based on enrollment needs.
- c. Work with the President and membership to give tours of the school for potential new families.
- d. Work on committee with events to organize preschool involvement in any events that publicize the coop.

F) Session Representatives (one per class)

- a. Beginning of the year organization of class lists, class website, meet the class playdates, etc.
- b. Schedules assist days for each member in class and schedules the paid assists for non assist members.
- c. Communicates monthly schedule to all families in class.
- d. Acts as liaison between class and the board.
- e. Communicates between class and teacher.
- f. When enrollment is low session rep will also take on the responsibility of yearbook/photos job.