



Parent Jobs 2009-10

In keeping with our community approach to education, each family is required to take responsibility for at least one parent job. Please read through the following job descriptions to identify which job your family would like to take. If there are any additional jobs not listed here that you feel would support the school, you are welcome to discuss these with Heidi or Ingrid. Finally, while the descriptions below are considered required activities within that job we always welcome additional support related to any of these jobs. Once you have decided on a job, please e-mail Ingrid with your top 2 choices (these will be filled on a first come-first served basis).

Job	Description	Parent(s) responsible
Library assistant	Re-shelve and organize books on a regular basis	Hebaaq (1) Tracey (1) Justine/Eric (2)
Sustainability coordinator	Ensure that recycling containers are available and emptied on a regular basis, may initiate other sustainability projects (e.g., composting)	
Technical Support	typically involves providing computer support to the educators and school administrators	Jeff Miller
Celebrations (> 1 person)	Plan and prepare for school celebrations (e.g., welcome-back potluck, summer and winter solstice celebrations)	Justine/Eric (1) Gretchen (if needed)
Store Room Maintenance	Tidy school store room on a regular basis	Tracey (2) Jennifer (4)
Art Displays and Filing	Display children's art work around the school and filing art work into individual portfolios on a regular basis	Jennifer (1) Hebaaq (2)
Sports Day (>1 person)	Plan and run sports day (May 20, 2010)	Jennifer (3) Debora (1)
Garden	Tend to school garden	Tova Grindlay (1)
First Aide	Ensure that first aide kits are appropriately stocked	
Shopper	Purchase supplies for the school	Debbie Nielsen
Handy Person	Repair and build items for the school on an as needed basis	Tova Grindlay (2)

Emergency Preparedness	Ensures that emergency preparedness kits are appropriately stocked	
Camping coordinator	Organize our annual school camping trip in June in collaboration with relevant educators Elders (June 8-10, 2010) Whole school (June 11-12, 2010)	David Rawsthorne
Board Chair	Chair of the board for the New Learning Society – arranges and runs board meetings and annual general meeting	Kerry Elfstrom
Board Member	Attends board meetings (scheduled approximately every 2 months)	Gretchen (if needed)
Fund Raising Chair	Responsible for initiating and managing all fund raising initiatives for the New Learning Society	Gayle Farrell
Science Fair	Plan and provide support for our annual Spring science fair in collaboration with educators (Apr. 14, 2010)	Jennifer (2) Debra (2)
Field trip coordinator	Provide support for field trips (coordinate drivers, make reservations, collect fees, etc.) with relevant educators	
Parent Education Seminars	Plan and prepare series of parent education seminars to be hosted by the New Learning Society	Lisa Eckmyn
Parent Advisory Council (PAC) chair	Apply for PAC annual grant, manage PAC grant funds, organize and chair parent meetings	