



Parent Jobs 2011-12

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 sign up in person on the hard copy located at the school (see Heidi).**

Job	Description	Parent(s) responsible
Library assistant	Re-shelve and organize books on a regular basis.	Tracey & Gwen
Recycling	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
Celebrations (> 1 person)	Plan and prepare for school celebrations (e.g., welcome-back potluck, summer and winter solstice celebrations).	Justine & Monique
Store Room Maintenance	Tidy school store room on a regular basis.	
Art Displays and Filing	Display children's art work around the school and filing art work into individual portfolios on a regular basis.	
Sports Day (>1 person)	Plan and run sports day (May 10, 2010).	John
Garden	Tend to school garden.	
Open House Support	Coordinate clean-up and displays, post signs, meet and greet visiting families, collect signs.	Julie
Shopper	Purchase supplies for the school.	Debbie
Handy Person	Repair and build items for the school on an as needed basis.	

Job	Description	Parent(s) responsible
Emergency Preparedness	Ensures that emergency preparedness kits are appropriately stocked.	Judi
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).	
Board Chair	Chair of the board for the New Learning Society – arranges and runs board meetings and annual general meeting.	Kerry
Kitchen Fairy	Organize and maintain the kitchen supplies and systems that are child-friendly.	
Fund Raising Chair	Responsible for initiating and managing all fund raising initiatives for the New Learning Society.	
Science Fair	Plan and provide support for our annual Spring science fair in collaboration with educators	
Art Assistant	Assist in the weekly art class for the younger group of children.	Stacy
Birthdays	Coordinate two to three birthday celebrations per year.	
Parent Advisory Council (PAC) chair	Apply for PAC annual grant, manage PAC grant funds, organize and chair parent meetings.	
Site search Help us find a new location!	Networking, magic!	Gwen
Book Fair	Hang posters, organize, set-up and tear-down display, take orders and arrange delivery.	Julie
Carpool Coordinator	Organize school carpools.	
Website Maintenance	Update and maintain the school website.	Zander