



JOB COORDINATOR
Board Member

AVAILABILITY REQUIREMENT: Attend monthly Board meetings, August through June. Assign jobs to new members and make sure that summer deadlines are met by jobholders. Organize and monitor monthly cleans. Occasionally assist in some Board project beyond your designated duties. Access to a computer, email and word processing software a must.

A. OVERSEE JOBHOLDERS

1. Make sure that everyone holding a non-Board job is aware of their duties and carries them out successfully throughout the school year. The President fulfills this oversight function for the Board members. Bring problems about jobs not being well done or on time to the attention of the Board for consultation, if necessary. Provide job descriptions and information to new members that join during the year.
2. Attend monthly Board meetings, August through June. Inform the Board of any problems and developments concerning non-board jobs.
3. Check to be sure that jobholders are meeting crucial deadlines. This is especially important for those jobs to be started before the beginning of school such as Health and Safety, Librarian/media, Newsletter, and Supply Coordinator.

B. JOB EVALUATION, PREFERENCES, SELECTION

1. Evaluation - A few weeks before the February general meeting, hand out job evaluation forms with job descriptions attached. Collect the evaluation forms at the February general meeting. After evaluations are returned, review the job descriptions and change them as necessary to reflect the duties. Members need to see accurate job descriptions prior to job selection. Make sure job descriptions are changed on website (send files to Website Coordinator in .doc or .pdf format only).
2. Preferences - In March, give all members returning for the next school year a job preference questionnaire, with a due date in April. Mail job preference questionnaires to next year's new members at home so that they may choose at the same time as returning members (get addresses from Membership Coordinator).
3. Selection - **With Class Chairs and Membership Coordinator, act as Job Selection Committee to fill jobs for the next year.** Schedule a meeting with the committee (if needed) in early May to make job selections for the next year. Match the individual's time and skills to the job requirements.
4. Families hold one position for each child enrolled. Depending on how many families there are

with more than one child in the school, jobs may need to be added or combined with other jobs (See handbook for policy regarding three children enrolled.). Fill the following jobs first, after getting teacher approval: President, Administrative Liaison, Teacher Subs, Class Chairs, Health & Safety, Job Coordinator, and Vice President/Business Manager. Then fill the remaining jobs, after getting Teacher feedback on Craft Support and Payroll Coordinator. To avoid conflicts of interest, Teachers and their spouses who have a child(ren) attending the school (and will therefore hold a position) should not be Payroll Coordinator, Administrative Liaison, or in a Board position.

5. Request the Membership Coordinator to provide you with all the new members' contract. You will only need the first page of the contract, as this section provides information about member's skills/training that may help with co-op jobs selection/assignment.
6. At the May General Meeting, distribute job assignments/descriptions for the next school year, and have each member initial the job list next to their name and job as having received their job description. Encourage each member (with a note on their job description copy or email) to READ their job description as they change from year to year. You may need to remind them again in August to read their job descriptions and put pertinent dates on their calendars. Give the Administrative Liaison a job list. Update that list in September.
7. In June, give a CD with job descriptions to the President, each Class Chair, and the new Job Coordinator (1 hard copy notebook of job descriptions should be created and kept at the school for teacher reference). Email updated job descriptions to the school's Website Coordinator (in .doc or .pdf file format only).
8. At the end of the school year make sure that job files from all positions have been transferred to new job holders. Keep a checklist to record that each position-holder has transferred their job.

C. OVERSEE PAPERWORK & BACKGROUND CHECK FOR TEACHER SUBSTITUTES

1. At the May General Meeting, distribute forms to the Teacher Substitutes for fingerprint and background check. Download and print forms from below websites:

Fingerprint and Background Check Form	http://www.dpscs.state.md.us/publicservs/fingerprint.shtml *Scroll down the page and click on the " <u>Livescan Pre-registration Application</u> " link. Print out document.
OCC Form 1229 – Substitute Form	http://www.msde.maryland.gov/NR/rdonlyres/B0050A99-6B3C-4396-A996-CC9405971A42/17076/1229FDCJun08.pdf
OCC Form 1260 –	http://www.msde.maryland.gov/NR/rdonlyres/B0050A99-6B3C-4396-A996-

Release of Information	CC9405971A42/17078/1260ALLJun08.pdf
OCC Form 1204 – Medical Report for Childcare	http://www.msde.maryland.gov/NR/rdonlyres/B0050A99-6B3C-4396-A996-CC9405971A42/17070/1204ALLJun08.pdf

2. Review the Teacher Substitute job description for details on the fingerprint and background check process.
3. Before school starts, send out email reminders to the Teacher Substitutes to complete the fingerprint and background check before the school year begins. Teacher substitutes must complete and submit their Teacher Substitute Form, Release of Information, and Medical Report for Childcare to the President before the start of the school year.
4. Be prepared to assist the Teacher Substitutes with questions regarding the Fingerprint/Background Check process.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of *all* receipts for all disbursement made on behalf of the school.

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