

**CHILDREN AND COMPANY  
ADMINISTRATIVE LIAISON  
(NON-VOTING) BOARD MEMBER**

**AVAILABILITY REQUIREMENT:** Must be able to attend all Board Meetings August through June. Due to the fact that the Admin. Liaison needs to speak on the behalf of the teachers, this position is a non-voting position. Must be able to work with Health and Safety Coord. in August and with state and county agencies throughout the year. Must be available to call substitutes on short notice, if necessary.

1. Prior to the beginning of the school year, contact each teacher and explain your role as Administrative Liaison. Let them know that you are the liaison between the teachers and the school Board and if they have any questions/concerns they should bring them to your attention.
2. At the start of school in September, create a roll book for the teachers using the roll book they provide, the member directory, and a school calendar showing the days the school will be closed. The Teachers will want you to write in the dates for attendance throughout the year.
3. Verify with Health and Safety Coordinator that all health forms and emergency forms have been completed prior to the beginning of school.
4. Call substitutes when a teacher will be absent. The jobholders who are official Substitutes have completed necessary medical and release forms and have undergone fingerprint and background checks. Start by calling the official substitutes for the affected class. If the official substitutes are unavailable, you should call the official substitutes for the other classes, and then the back-up substitute for the affected class. If no substitute can be found, consult the President about whether class must be cancelled or can be held with only one teacher. Note: in cases where both teachers will be absent, class will be canceled (class cannot be held without the presence of at least one teacher).

\*\*\* Back-up substitutes are parents who have volunteered, in addition to their regular position in the school, to substitute on a limited basis according to the following policy: only call back-up subs in a situation where a teacher will be out all week or when all regular subs are not available on that day. Work with the Job Coordinator to solicit volunteer back-ups; first ask Board members and parents who have previously been C&C substitutes or back-up Subs. At least one back-up substitute per class should be designated at the beginning of the school year.

5. Maintain a log of Substitute use, including teacher being subbed for, date, reason, and sub's name.
6. Meet regularly with the teachers:
  - You should stay in close contact with the teachers at all times so that they can communicate their ideas and concerns.
  - Informal short meetings between the teachers, President, and/or Administrative Liaison should take place monthly to take care of any current concerns.
  - Formal meetings involving the teachers, President, and Administrative Liaison must be held twice each year. The first meeting is held at mid-year (January-February) to discuss the results of the peer-reviews. The second meeting is held in the spring to discuss the results of the Parent

Satisfaction Survey. Additional board members may be present at either meeting if this is agreeable to both the board and the teachers.

7. Notify our MSDE contact, Sharon Afework 410-750-8593, to notify her of any new employees (teachers) within five days and send credentials for approval. MSDE does not need to be notified when there are changes in board personnel.
8. Conduct the evaluation process with each teacher using the following procedures:
  - If there are any teachers/teacher assistants who have been employed at the school for less than 1 year, they must be evaluated 90 days into the school year. Their evaluation consists of a classroom observation by at least one board member and the completion of peer reviews by the other teacher(s). The results of this evaluation will be shared with the teacher/teacher assistant during an individual meeting with the President and Administrative Liaison.
  - For teachers who have been employed by the school for more than 1 year, peer reviews occur at mid-year (January). The teachers/teacher assistants complete peer review forms for each other and the results of the peer reviews are shared with the President and the Administrative Liaison during individual meetings with each teacher. During these meetings, the board as a whole also has an opportunity to discuss their goals and priorities for the teachers. In the past, the peer review process has been informal, as this can be a sensitive issue.
  - The Parent Satisfaction Survey form must be distributed to the membership at the February General Meeting. The purpose of this survey is to gather information about our program, the child's adjustment to school, the curriculum, and the ability of the school to meet the needs of the membership. The survey form can be revised annually to meet current needs, but must be shown to the teachers for feedback and advice. Summarize the results of this survey for the board so that objectives and any corrective actions can be taken. The results of the survey should be shared with the teachers during a meeting between the teachers, President, and Administrative Liaison in the spring.
  - When summarizing the Parent Satisfaction Survey for the teachers, the Administrative Liaison should work with the board to summarize and filter survey results so that the teachers are presented only with the ideas, advice, and critiques that the board believes are valid and important.
9. Represent teacher concerns at the monthly Board meetings using the following procedure:
  - Before each monthly Board meeting, make sure that the teachers have received a copy of the agenda either by e-mail or printed and placed in their folders at school (they should be included in the e-mail distributed by the President; double check that this has been done). The teachers should receive the agenda as far in advance as possible.
  - Contact the teachers before each Board meeting and ask them if they have any comments or questions to be raised during the meeting.
  - After each Board meeting, send the teachers an e-mail summarizing any decisions that directly affect them. For instance, any change in classroom procedures, even if it primarily relates to the duties of parents, should be explained to them. If the Board is considering issues of particular importance to the teachers, such as changes in their terms of work or the philosophy of the school overall, you should encourage teachers to attend the meeting to give their own views directly to Board members.
  - When summarizing Board decisions, the teachers appreciate knowing the context or reasons

behind Board decisions. This helps them understand Board actions and priorities. However, you need to be diplomatic. Try not to name individual Board members when you summarize Board discussions. The teachers do not need to know who agreed and who disagreed, only the rationale behind the final Board decision.

10. Keep track of teachers' leave days, starting with the leave time totals given to you by the previous year's administrative liaison. The teachers may take half of their paid leave in "periods," which are 3 hour units, and half in hourly increments. Once each month let each teacher know by e-mail how many leave units, both periods and hours, they have available and how many they have used. Inform the Assistant Treasurer if a teacher has exhausted his/her paid leave and is taking leave time without pay. Maintain an ongoing record of any carried over leave days and pass on to next year's Administrative Liaison.

11. Assist teachers with obtaining continuing education units. Each teacher must complete continuing education units as a requirement of their teaching certifications and our school license. The teachers should make their own plans for fulfilling this requirement and these plans should be discussed during the mid-year and spring meetings between the teachers, President, and Administrative Liaison. Assist the teachers with arranging for the school to pay for courses from the training budget. Keep teachers informed about early childhood education classes or seminars. If new teaching personnel have been hired in the last year, consult the Howard County Office of Childcare (410-313-1940) for current continuing education requirements.

12. Get current W-4 and MD 507 forms prior to January and give them to each teacher. Teachers complete these forms only if there are changes from last year. Instruct them to return them to the Assistant Treasurer (Payroll Coordinator).

13. Beginning no later than the first week of January, work with the Community and School Special Events Coordinator on Teacher Appreciation Week activities. The Community and School Special Events Coordinator is the lead on this with help from the Class Chairs. You are an advisor. The activities of Teacher Appreciation Week are held in the week prior to the February General Meeting. At the meeting, the teachers should be given some kind of gift, often something the children have helped to make. Obtain assistance or donations from the school membership if necessary. Try to make it unique and different every year.

14. Keep track of all Legislative issues by checking local websites and newspapers and advise teachers and Board as needed.

15. Serve on the Contract/Salary Committee with the President, Treasurer, and Secretary. This committee is involved in calculating salary and submission of the Teachers contracts from year to year.

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.

Rev. 03/2010 cs