

**CHILDREN AND COMPANY**  
**JOB COORDINATOR**  
Board Member

**AVAILABILITY REQUIREMENT:** Attend monthly Board meetings, August through June. Assign jobs to new members over the summer and make sure that summer deadlines are met by jobholders. Organize and monitor monthly cleans. Access to a computer, email and word processing software a must.

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.
4. In September, schedule the cleaning sessions for the year. Make the sign-up chart, see that all slots are filled, and make sure each family is signed up for one cleaning session. Once the monthly clean schedule is completed, hand out a copy to all members. See the guidelines for details. Give one copy to the Monthly Clean Assistant(s) and remind them that Teachers will also leave out any extra items that have gotten frequent use and need to be cleaned. Post the master copy of the monthly clean schedule on the hallway bulletin board and let members know that if they would like to change cleaning their date to note changes on the master copy (just as if they were changing their co-op date). Email one copy to Website Coordinator to post on our website (send files in .doc or .pdf format only). Provide notice to parents at the beginning of the year that possible changes to cleaning dates may occur. Monthly cleans are scheduled once a month, typically on the first Friday of the month, from 12-4PM.
5. One week before each clean:
  - a. Ask the teacher about any special needs prior to monthly clean and remind them to leave out any extra frequently used items for Monthly Clean Assistants.
  - b. Contact all members of the cleaning team to:
    - give them each a cleaning guideline sheet.
    - tell them of the teacher's special needs, if any.
    - remind them to bring their own supplies, particularly bleach.
    - give them a pep talk about the importance of doing a good job.
    - remind them that there should be **NO CHILDREN** at the monthly clean.
    - Remind Monthly Clean Assistants that they need to pick up toys on Fri and return Mon.
  - c. Prep the Board member who will attend the monthly clean about what should be done.

6. Ensure that everyone shows up for their clean and understands what they are supposed to do. Meet the cleaners at the school to assure that everything is going well or assign a different Board member at each clean to do so (have a Board member sign up for each clean, if possible). Inform the Treasurer in writing of the name(s) of the member(s) who did not show up for the clean. Each month remind Monthly Clean Assistants, Laundry, and Seamstress, by email, to complete their Monthly Clean tasks.
7. Check with the Teacher on Monday after each clean to see if all went well. Take remedial action as necessary, asking cleaners to redo unsatisfactory work as soon as possible.
8. At February general meeting, hand out job evaluation forms with job descriptions attached. After evaluations are returned, review the job descriptions and change them as necessary to reflect the duties. Members need to see an accurate book of 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).
9. 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. **With Class Chairs and Membership Coordinator, act as Job Selection Committee to fill jobs for the next year.** Match the individual's time and skills to the job requirements.  
  
(See handbook for policy regarding three children 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. 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.
10. In May, distribute job descriptions for the next school year at the General meeting 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.
11. In June, give one job description book (or CD) to the President, one to each Class Chair, and two to the new Job Coordinator (one to be kept at the school). Email updated job descriptions to the school's Website Coordinator (in .doc or .pdf file format only).
12. 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.
13. During last monthly clean in June, pack up microwave in a locked closet, also EVERYTHING in cubby area. Make sure everything is off of bulletin board, except fabric covers. Kid's potty closet needs to be cleared out completely. Put the water table in the outdoor closet with tables and wagon on top.

Put chairs and carpets in different closets, wherever they will fit. Put science curriculum from shelves wherever it will fit. Lock white cabinet with a secure lock (lock is inside the white cabinet, code#1626). Monthly Clean Assistants do not need to take home toys during the last clean. If anything is stored in an unusual place or may not be easily found the following year, make a note if this for the Teachers.

13. Occasionally assist in some Board project beyond your designated duties.

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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