

## **SCHOOL ORGANIZER**

**AVAILABILITY REQUIREMENT:** Organizing the school will need to be completed during the weekday hours of 7 AM to 6 PM, in accordance with our lease. Must be able to spend 30 minutes or more as needed, in the classroom on a weekly basis. Must be willing to organize all areas of the classroom. It helps if you have been in the school for a year and have knowledge of how the classroom works.

### **A. GENERAL RESPONSIBILITIES:**

1. You are the basic classroom organizer; it is your responsibility to keep the classroom and closets organized. You can get the keys ahead of time if you plan on being there before or after school.
2. This is a proactive job, if you see an area in the classroom that could use some attention through organization please find a time, before or after school or ask the teachers if there is a time you could come in and work on an area. Whenever possible seek input from the teachers and/or other parents for larger organization projects. Examples of this would be labeling the shelves with pictures and bins in the coloring area.
3. In addition to organizing there are a few light housekeeping items that will need to be done weekly and/or on an as needed basis.
4. Projects should be done at minimum cost. Use the school's tax exempt number when making purchases. The president, treasurer, and supply coordinator hold tax exempt cards. Consult the job coordinator or treasurer about costly expenditures. Routine costs are borne by the jobholder. Keep receipts for approved expenditures to be turned in to the treasurer for reimbursement.

### **CHECKLIST BEFORE SCHOOL STARTS:**

1. Set up bulletin boards before school starts. You will contact the class chairs and Administrative Liaison in August for the below items for the bulletin board. After August you should have a list of who you contact for each item. Maintain neatness of the bulletin boards in the lobby area and change the borders seasonally if desired. Maintain the cleanliness of the lobby area.

Items that must be posted on the lobby's Bulletin Board are as follows:

- School Calendar
- Teachers' Schedule
- Job List
- Monthly Clean Schedule
- Monthly Newsletter
- Dedicated area for each class to post calendars, field trips, etc.



2. Set up the folder box before school starts. Membership Coordinator can provide the list of names for each folder divided by class. Add folders for new members over the course of the school year. The Membership Coordinator will inform of any new members.
3. Ensure there is a medium sized bin labeled MISPLACED ITEMS located near the cubby area for misplaced school items before school begins. Put away all items in this bin weekly. If you have any questions about items, ask teachers for guidance. If items are continuously filling up the bin, ask class chairs to instruct class members to take more time in finding appropriate places for objects.
4. Wipe down the window blinds before school starts in September. You can use something like a Swiffer duster or other feather duster.

**B. REGULAR ITEMS FOR MAINTENANCE:**

1. Weekly keep the front lobby area organized and neat, to include the class folder box, the art boxes, and the bulletin board. Recycle out of date items on the bulletin board and update with seasonal items. Be proactive and post items relevant to the school, ex: Howard County Library classes, special coupons.
  - A. Replace items from the Misplaced Bin back into the appropriate classroom area.
  - B. Take art from each 2's, 3's, and 4's bin and place into family folders. If there is no name please recycle by the end of the week using discretion and try to avoid when kids from class are not in the area if possible.
2. Weekly empty the vacuum cleaner as needed. Monthly check and clean the filter or as needed.
3. Bi-weekly organize and clean the closets, check if they need new labels, if shelves are overflowing check what editing can occur. Check the toy bins in the closets as well. The teachers might be okay with closet organizing during school, check ahead with the teachers and ask if they have an area they would like you to focus on in addition to what your ideas are.
4. Bi-weekly sweep covered porch in the back of the preschool, keeping free of debris. It might be necessary to sweep more during seasons when additional debris collects (example, leaves in the Fall). Also, clean pine cones, branches, and leaves out of the sand box (use a rake if available).



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.

Revisions:

04/2017 MJV