

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 is 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 Newsletter, and Supply Coordinator.

B. JOB EVALUATION, PREFERENCES, SELECTION

1. Evaluation - A few weeks before the February general meeting, send out the job evaluation survey with a link to the current job descriptions included. Collect the evaluation forms by the end of February. 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 and updated in the Google Drive (send files to Website Coordinator in .pdf format only).
2. Preferences - In March, send all families registered for the next school year a job preference survey, with a due date in April.
3. Selection - **With President, Vice President, 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: President, Administrative Liaison (need teacher approval), Teacher Subs, Class Chairs, Health & Safety, Job Coordinator, and Vice President. 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’ contracts. 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. Before the May General Meeting, distribute job assignments/descriptions for the next school year via email, and have each member reply 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. Keep a job list document in the school’s shared Google Drive folder and update it as changes are made to job assignment. Update that list in September.
7. 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. Once the subs have been assigned, distribute forms via email to the Teacher Substitutes to complete. You may want to work with the licensing coordinator, since the same background check and release of information as needed for all parents serving as a co-op in the classroom. Substitutes do not need to complete this step twice. Download and print forms from below websites as needed:

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	All available from http://www.marylandpublicschools.org/msde/divisions/child_care/licensing_branch/forms.html
OCC Form 1260 – Release of Information	
OCC Form	



1204 – Medical Report for Childcare	
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2. Review the Teacher Substitute job description for details on the fingerprint and background check process. http://www.marylandpublicschools.org/msde/divisions/child_care/licensing_branch/forms.html)
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 Licensing Coordinator before the start of the school year. Check in with the Licensing Coordinator prior to the start of the school year to see if all of the necessary paperwork has been received.
4. Be prepared to assist the Teacher Substitutes with questions regarding the Fingerprint/Background Check process.

As a member of the board and a leadership position, this job requires confidentiality, discretion, professionalism, and respect for fellow membership.

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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