

CARLMONT PARENTS NURSERY SCHOOL

Family Job Descriptions

Each CPNS co-op member family is responsible for a school job to help run our school. To complete their job requirement each family participates EITHER on one of the job teams OR in an individual job. ***There is ONE job per family regardless of number of parents or number of children at CPNS.***

CPNS Board of Directors: The CPNS board meets monthly, and is responsible for overseeing the staff, membership, job teams and operations of the school. Serving as a board member is a great way to help our school be its best! The following are the positions available with a brief description of what is required of the position:

President - to chair the Board of Directors and oversee the operations of CPNS; defining strategies, setting goals and implementing plans for the upcoming year

Operations - to ensure that CPNS is a safe and clean environment for children to learn & play

Secretary - to act as Board Secretary and oversee the Communications Team

Treasurer - to oversee the financial health of CPNS and ensure that all fiduciary requirements are met with the help of the Accounting Team

Community - to facilitate family members' bonding and satisfaction, fostering a network of support and friendship with the Family Relations and Events Teams

Membership - to maximize enrollment and oversee the Enrollment and Recruitment Teams

Fundraising - to raise money via an all school auction to fund CPNS activities

Individual Jobs: Each job reports directly to the school director or board president

Director's Assistant - provides administrative support to the Director

Health & Safety Coordinator - manages paperwork for health and safety regulations

Jobs Coordinator - assigns co-op members to jobs

Council Rep - our school's representative on the county's Council of Parent Participation Nursery Schools

Class Liaison Jobs: These are individual jobs which reports to the Family Relations lead

2AM, 3AM, 4PM & PreK liaisons - each class has a liaison with the teacher to organize communications and events

Nursery liaison - coordinates nursery parents and the caretaker, facilitate a nursery user community

Team Jobs: Our job teams accomplish many of the most important CPNS functions. If you are a good people-organizer (even just over email), please consider volunteering for a Team Lead position. Team leads get enrollment priority as a perk to compensate for more responsibility, along with the undying gratitude of the Board! Team leads mentor and support team members while leading the team to negotiate equitable assignments.

Cleaning Team - Works with the Operations Chair to maintain cleanliness of the school by washing toys, tidying, twice yearly deep cleans of the school

Maintenance Team - Works with the Operations Chair to organize, fix, repair, garden, build and take care of our school

Events Team - Works with the Community Chair to organize CPNS events for promoting community-building and have fun

Family Relations Team - Works with the Community Chair on maintaining the bulletin boards, book orders, yearbooks, play dough making

Enrollment Team - Works with Membership Chair to process CPNS applications, registration, orientation, member database & roster

Recruitment Team - Works with the Membership Chair, recruiting families, marketing & outreach, PR, Open House, tours, fairs

Fundraising - Works with the Fundraising Chair to coordinate the auction and facilitating community involvement in fundraising

Communications Team - Works with the secretary to publish the weekly email newsletter, website, members' wiki, Facebook, listservs, etc....

Accounting Team - Works with the Treasurer for tuition payment tracking, deposits, reimbursements, bills, payroll, budget tracking.

To help fill out the online job preference form, please consider the following to help you find your family job for the year.

List any skills or interests that you may have to related to any of the above jobs or to running the business side of the school (co-op & job experiences, passions, comfort with computers, email or social media, writing, accounting, etc...).

List any job constraints you may have (physical, work, home-care, schedule, seasonal, etc...).