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**JOB:**  Job Coordinator

**LAST UPDATED/CHANGED:** March 2018

**JOB DESCRIPTION:**

The Job Coordinator is responsible for all tasks and activities regarding parent jobs.

**JOB DUTIES:**

* Assemble and email out Summer Mailing (early August).
* Plan and host Orientation; schedule additional orientations as necessary throughout the year.
* Maintain and update all job descriptions and job files tracking changes and additions throughout the year.
* Fill all school jobs, distribute job descriptions and files, and act as a resource to answer questions regarding duties and expectations.
* Ensure compliance with job duties; contact families when job duties are not fulfilled, with Vice President. Provide additional training, explanation and resources as needed.
* Organize and oversee annual Job selection.
* Resposable to walk through and train your replacement on the board

**JOB REQUIREMENTS:**

* This is an elected Board position.
* Attend all Parent Meetings, Board Meetings and Board functions.
* Participate in Board Set Up and Orientation.
* Computer and administrative proficiency; good organizational skills.
* Phone time and exceptional verbal communication skills.
* Understanding of the how working parents function winthin the classroom, and the philiosophy of the school in order to lead orientations.
* Summer work required.
* Beginning of the year set-up
* End of year clean up
* Resposable to walk through and train your replacement on the board

**General Duties**

**New Orientation Notes:**

\* *Any time you have a new family or an additional member of any family, need or ask to be oriented, you must provide the Enrollment Coordinator with that person's name.* The Enrollment Coordinator needs to know who can work so they can make sure they have their proper forms turned in to be completely eligible.

\* A current list of currently eligible working people should be kept in the file draw at the school for reference.

\*Encourage as many people to make the end of summer orientation but you will need to lead a make-up orientation after, and additional oneas as needed throughout the year.

***Summer Mailing***

***Orientation***

***Job Files***

***Job Selection***

***Registration Day***

***Registration Day***

Attend Registration Day. Assist outgoing Job Coordinator in placing incoming families into their jobs.

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***B-Board Meeting***

***Board Meeting***

Attend your first Board Meeting. Although the outgoing Board Members are still presiding over this meeting you are required to be there as well. The June Board Meeting is the time that you and your fellow incoming Board Members will preside over the meeting.

**JUNE**

***Job List Maintenance***

***Email Job Files***

***Orientation Date***

***Summer Mailing***

***Job Files***

***Job List Maintenance***

Continue to work with the Enrollment Chair in assisting new families with choosing their school job. Maintain the current Job List.

***Email Job Files***

Begin to email out Job Files to any families that have not already received them.

***Orientation Date***

Set the date for Orientation with the President and the Director. They will set the calendar for the entire year, so contact them early-this will be done by the July Board Meeting.

***Summer Mailing***

The Summer Mailing is emailed 2-3 weeks before Orientation (late August). You should confirm with the new families that they received theirs when you call to give them their school job.

Collect the contents by the July Board Meeting. Obtain a current roster from the Enrollment Chair.

Summer Mailing Includes: (Emailed)

* Welcome Letter
* Orientation Invitation
* Summer Newsletter (optional)
* Letter from Schedulers
* Tuition Info
* Letter from Fundraising Chair
* Other info as needed

***Job Files***

Keep notes throughout the year of necessary updates to jobs (additional jobs or jobs to potentially remove/reassign), and changes to duties on each job. The Secretary will also reflect changes that are discussed at Board Meetings in meeting minutes.

If immediate changes need to be made to a parent job, discuss the changes with the Director and the President, explain changes to the parent, and update the Job Description to reflect the changes. Provide an updated copy of duties to the parent to ensure that everyone understands the expectations.

Efforts have been made to convert a majority of NVNS job related files to electronic storage and distribution. Masters of all electronic files should be maintained, edited and passed on only by the Job Coordinator. Each job holder should receive an electronic copy of their job that is either in PDF password protected to preserve the integrity of the files. If they do not have email, you will need to provide a hard copy. They may communicate suggested changes on the annual Job Survey or via email with comments and changes to be incorporated and formatted by the Job Coordinator.

Each job should have an electronic folder that includes: a Job Description (brief overview of duties and skill/attendance requirements), Job Notes (extensive notes describing how to perform the job/ in some cases these will include a monthly timeline of duties), Job Documents including master templates and/or examples of forms, letters, invitations and other tools to do the job.

Also, remind job holders to email you a copy of any files they have created which may be useful to future holders of their position, so that you can put these documents in that position's Job Folder. No need to reinvent the wheel every year!

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**B-Board Meeting**

***Board Meeting***

Email the Job List to the Board prior to the June Board Meeting or bring hard copies for all to the meeting. Give the Maintenance Chair a list of names and phone numbers of his/her Team members. Communicate with the Director and determine if she would like to meet with you, the Maintenance Chair and the Maintenance Team for a planning meeting.

**JULY**

***Save the Date Card***

***Orientation***

***Save the Date email***

Send out a Save the Date email (a sample form is included in Job Coordinator Documents under Orientation) for Orientation. This really decreases the chance that a make-up will be needed.

***Orientation***

All incoming and returning alumni families (who have been out of the school for a year or more), must be oriented before they can work in the classroom. Historically, we have only scheduled one Orientation and have not scheduled a make-up Orientation as this leads to non-attendance at Orientation.

You will have to orient those who do not come to the group Orientation and those families that are enrolled after Orientation individually and at a mutually convenient time. Orientation must be done for every adult that plans to work in the classroom (mother/father/grandparent or other family member) in advance of their first scheduled day. One parent may not attend for the entire family.

You are in charge of Orientation. Make sure all Board Members have a copy of the agenda, and an outline of what they are expected to do/present.

Make up Orientation cannot be done during class time as it is too disruptive. We are not permitted to use the school on Sundays either. Once you have determined a time that might work, contact the Director to ensure that the school is available and outside activities are not scheduled.

Throughout the year, as new families join NVNS, it is your responsibility to properly orient all working family members before they are scheduled in the classroom. This is not done during class time or on Sunday. Schedule any makeup Orientations with as many families together as possible at a time that is convenient for all. You may want to provide them a copy of the Job Cards and an Orientation Outline. Prior to a Parent Meeting is a good time as you all will be there anyway.

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***B-Board Meeting***

***Board Meeting***

Attend Board Meeting. At this meeting give the Board the deadline for the Summer Mailing contents. Each of the members that will contribute should email their part to you in order for you to make copies for the packets. You can put everything on a disk and take it to Kinko’s. You should have it ready to mail out the first week of August.

**AUGUST**

***Summer Mailing***

***Prepare for Orientation***

***Board Set Up***

***Job Files***

***Summer Mailing***

Email the Summer Mailing 2-3 weeks prior to Orientation.

***Prepare for Orientation***

Contact the Director for a copy of the current Work Cards. She usually changes them a bit every year.

Prepare for Orientation Day. Discuss with the Director any changes. This should all be done prior to the August Board Meeting. By the August Board Meeting you should have an agenda to present to the Board.

***Board Set Up***

Ensure that the Maintenance Team is preparing the outside of the school and the carpets for Board Set Up.

***Job Files***

Contact Meeting Set Up and Housekeeping/Pet Care (Housekeeping Saturday Sign Up must be presented at the September Parent Meeting) parents. They need to be ready to do their job duties at the first parent meeting (see their Job Notes).

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***B-Board Meeting***

***Board Meeting***

At this meeting be prepared to give the Board an outline for Orientation. Assign tasks for the day. All are expected to attend. Set-up and Clean-up crews should be assigned. The Job Coordinator and the Director do not have a specific job as you are needed to float and keep Orientation on time. Go over the Orientation Agenda, Orientation Timeline and Orientation Work Cards with the Board. (See samples in Job Coordinator Documents under Orientation).

**SEPTEMBER**

***Board Set Up***

***Orientation***

***Board Set Up***

Attend Board Set Up a week prior to the start of school.

***Orientation***

Hold Orientation

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***P-Parent Meeting***

***Parent Meeting***

If you have any parents not in attendance at Orientation, orient them at 5:30pm prior to the first Parent Meeting. At the Parent Meeting check in with parents to make sure they have all received their Job Folders. Be available to answer questions. You will be responsible for orientating all parents who wish to work in the classroom but have not been oriented. This is an ongoing responsibility for the year. You should schedule these together as much as possible to minimize the effort.

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***B-Board Meeting***

***Board Meeting***

Give Board an update on any job changes. Request a Job Holder List from the Ways and Means Chair. By now they have had several meetings and should have figured out who will be best at what job on the Team.

**OCTOBER THRU DECEMBER**

Attend Board and Parent Meetings

Orient new parents as necessary.

**JANUARY**

***Update Job Descriptions***

***Update Job Descriptions***

Begin updating Job Descriptions, Job Folders and Documents. Priority should be given to the elected Board positions.

Job Descriptions will need to be reviewed, updated and finalized in advance of the annual election. The Board jobs should be made available by late February and the remaining jobs for the lottery by late March.

In order to request input and changes from current job holders, at the January Parent Meeting, you will need to distribute a Job Description Questionnaire (template in Job Coordinator Documents under Elections/Job Lottery Prep). Set a return due date within a fairly short time (10 days) so that you can incorporate the information in your revisions. Update information in Job Folders for both the description and the notes as needed. Run major changes by the Board to keep them apprised of changes and to get their opinions. Keep Secretary informed of any major changes that may impact the handbook. Create new positions as necessary with the agreement of the Board.

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***P-Parent Meeting***

***Parent Meeting***

Explain and pass out Job Description Questionnaire (found in Job Coordinator Documents under Elections/Job Lottery Prep). Request return within 10 days.

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***B-Board Meeting***

***Board Meeting***

Make sure that at this meeting you make clear that you need all corrections to Job Notes prior to the March Parent Meeting in order to allow yourself time to correct them. The Ways and Means Chair should be the only exception depending on what time of year Ways and Means takes place.

### **FEBRUARY**

***P-Parent Meeting***

***Parent Meeting***

Be sure to remind families that they owe you your Job Description Questionnaire as soon as possible if they have not given it to you already. Have the Job Shorts ready for parents at this meeting as they will be asked about nominating families for Board positions at this meeting.

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***B-Board Meeting***

***Board Meeting***

Remind Board members that they need to get Job Notes corrections to you as soon as possible.

**MARCH**

***P-Parent Meeting***

***Parent Meeting***

Attend Parent Meeting and answer any questions that come up regarding the Board jobs that families are being nominated for.

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***B-Board Meeting***

***Board Meeting***

Prior to the March Board Meeting, discuss any recommended job changes with the President to determine if any votes are required (Board or Parent) in accordance with Bylaws. In general, changes to basic duties and responsibilities should be decided and by the Job Coordinator in communication with the Director and/or Executive Board. Major changes to policy or changes which alter the structure of the Board may require a vote(s) (Board or Parent).

Ensure that vote(s) is/are held so as to proceed with elections as scheduled.

### APRIL

***Job Registration prep for May Parent MGT***

Two ways have been done a ***Job Lottery*** or a ***Set Time Open Sign Ups***

Job Lottery: (Not used in 2015, 2016, 2017 or 2018) Complete the revisions of the remaining Job Folders in preparation for the Job Lottery to be held at the May Parent Meeting.

Communicate with the Enrollment Chair regarding the Job Lottery well in advance of the May Parent Meeting so that she/he can invite incoming alumni families to come at the end as they will choose their jobs after the current families. Ask the Enrollment Coordinator the approximate number of families expected. The invited returning alumni families should arrive at the meeting at 8:30 p.m. At this time the Enrollment Coordinator should greet them and allow them to begin filling out their paperwork in Room 1 while they wait for their turn at the Job Lottery.

Have a couple packets of current Job Descriptions available two weeks prior to Job Lottery. Post the master copies on the “Look” board near the phone cabinet.

In advance of the meeting, update and enlarge the **Job Lottery Spreadsheet** (found in Job Coordinator Documents under Elections/Job Lottery Prep). This can be done on a special printer at Kinko’s (to get it blown up to 36" x 48" and matted costs about $75). Hang the poster at the meeting for each family to select their job from. If you do not want to have this poster done it is okay to use long sheets of school paper and write the information yourself. This tends to be easier to read. Have copies of the Job Lottery Spreadsheet out along with Job Descriptions for families to look at.

Ask the Enrollment Coordinator to provide you with a roster for the coming year. Returning families should be noted separately from the incoming alumni. This is important so that you are aware of which families need to choose a number for the lottery and a job.

***Set Time Open Sign Ups***

Have a master list of jobs printed out. Set a time that is before or after the parent meeting. All returning families have the opertuinity to sign up that evening. In 2017 the job coordinator set a 15 minutes prior to the May meeting. The familes that were very set on a spesific job were timling and respectful of their fellow working familes in the selection process.

Once the returning families have made their selections open up the remanining jobs to the incoming families via phone calls and emails. Job assignment priority is determined by enrolment date. Ask for the 1st, 2nd, and 3rd job choices from each family and give a deadline for selection. If the deadline is not met assign a job to the family and keep the Enrolment Coordinator, VP and Diorector in the loop on non-cummuniative families. NVNS is about working with eveyrone and finding the best job fit for each family.

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***P-Parent Meeting***

***Parent Meeting***

Explain and announce to returning families that the Job Lottery or Set Time Open Sign Ups for next year will be held at the May Parent Meeting. All updated Job Descriptions need to be online so people can make an educated decition.

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***B-Board Meeting***

***Board Meeting***

**MAY**

***Registration Day***

***Prepare a Job List***

***Meeting with Incoming Job Coordinator***

***Registration Day***

***Selecet a system: Lottery or Set Time Open Sign Ups***

New families will choose their job at Registration Day. Bring the Job Lottery Spreadsheet for sign-ups. Bring the master copy of Job Descriptions. Work with the Enrollment Coordinator to make sure all families who are signing up for a job are actually enrolled in the school. Have the incoming Job Coordinator work with you on this day. Ask the Enrollment Coordinator to obtain email addresses from all families who will be enrolled in the next year. You will need these when handing out the Job Folders.

***Prepare a Job List***

Prepare a Job List (see sample in Job Coordinator Documents) that includes a list of all jobs and the families who hold those positions. Not to include contact information.

***Meeting with Incoming Job Coordinator***

Schedule a time in May that you will meet with the incoming Job Coordinator in order to hand off a memory stick holding all job folders and information and materials you might have. Discuss any necessary information.

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***P-Parent Meeting***

***Parent Meeting***

Hold the Job Lottery at the May Parent Meeting. Make sure that you have the Job Lottery Spreadsheet (found in Job Coordinator Documents under Elections/Job Lottery Prep) ready for the Parent Meeting. You should have several copies of the Job Lottery Spreadsheet available to circulate throughout the meeting along with two sets of all the Job Descriptions.

### ***Job Selections***

The Job Lottery Or Set Time Open Sign Ups is held at the end or beginning of the May Parent Meeting and is the process by which all families choose their school jobs.

***Job Files***

Have all Job Notes printed to hand out at the Parent Meeting and Registration Day as each family chooses a job. Email all families a copy of their Job Description

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***B-Board Meeting***

***Board Meeting***

Attend your last Board Meeting of the year.