

KNS
2011-2012
Job Descriptions

President (2-year position)
(Board member)

- represents the School
- oversees/supervises all Board members
- Oversees Ombudsperson, Assistant to the Director, Scholastic Books and Labels for Education Coordinator, and Jobs Coordinator
- summons and presides at monthly meetings of the Governing Board and at meetings of the Executive Committee
- summons and presides at membership meetings (typically August and May); develops presentation agenda, including content, order, and timing
- approves all non-elective appointments, and otherwise acts as chief executive officer of the School
- acts as liaison with the teachers
- signs (with the Treasurer) all contracts and other instruments authorized by the Governing Board
- acts as an ex-officio member of all committees
- serves on Scholarship Committee with Treasurer and Ombudsperson
- with Ombudsperson, receives and handles any complaints by members or teachers which fall outside the area of a specific committee
- Facilitates introductory meeting for new KNS Board (early summer)
- Creates, organizes, and updates annual Board calendar (summer)
- Participates in re-enrollment and class placement process with Membership Chair
- Attends Annual Open House (typically in January)
- Submits articles to bimonthly KNS newsletter and annual alumni newsletter
- Submits information for Sunday Night Email as needed
- Coordinates updates as necessary, with assistance of KNS Board, to:
 - KNS Bylaws and Amendments
 - KNS Family Jobs: descriptions, sign-up/election protocols, and transition
- Reviews and updates Long Range Plan in coordination with Vice-President
 - every other year, develops and modifies the long range plan for the School in consultation with the Executive Committee and the Director
 - gives Board members an opportunity to review the long range plan prior to its distribution to the membership
 - assists the Board in carrying out the long range plan by maintaining the Board's awareness of action items contained therein

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Ombudsperson

- reports to President
- acts as a facilitator for solving problems that arise within the School
- takes complaints, comments, and concerns from the membership and acts to improve the morale of the School by handling these concerns
- serves on Scholarship Committee with President and Treasurer
- Tuition & Fee Proposal: At discretion of Treasurer, assists with tuition and fee membership vote as necessary via Survey Monkey (typically late Nov.)
- School Evaluations: prepares and distributes evaluation forms to the membership (via either hard copy or electronic) for the evaluation of the School; prepares and distributes summary of results to all the teachers and the Board (typically early May)
- Teacher Evaluations: prepares and distributes evaluation forms to the membership (via either hard copy or electronic) for the evaluation of the teacher(s); prepares and distributes summary of results to the President and the Director of the School for discussion with and distribution to the teachers (typically early May)
- destroys all written evaluations prepared by the members (if applicable)

Assistant to the Director

- reports to President
- assists Director with administrative work as needed
- assists with coordinating School accreditations and maintaining current licenses

Jobs Coordinator

- reports to President
- facilitates the completion of family jobs registration (spring for returning families; summer for new families)
- notifies each member of their job and provides a written description of the duties
- provides a list of all jobs to Handbook Coordinator for publishing (July)
 - includes name, email, and phone number of the member holding each job
- posts, and updates as necessary, jobs list at the School and on Web site
- re-assigns jobs as necessary (when members drop out and/or new members join school)
- distributes a job survey towards the end of the year to each member
- compiles information for next job coordinator

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Vice President
(Board Member)

- reports to the President
- acts as Chair of Social Committee
- assists President and presides at meetings when President is absent
- oversees the Social Committee and the Community Outreach Committee
- coordinates the overall social program for the School through the delegation of certain responsibilities to the Social Committee
- coordinates overall outreach program for the School through the delegation of certain responsibilities to the Community Outreach Coordinator and Community Outreach Committee
- attends monthly Board meetings and the Open House
- submits VP article for bimonthly newsletter
- submits information for Sunday night email as needed
- reviews and updates Long Range Plan:
 - every other year, develops and modifies the long range plan for the School in consultation with the Executive Committee and the Director
 - gives Board members an opportunity to review the long range plan prior to its distribution to the membership
 - assists the Board in carrying out the long range plan by maintaining the Board's awareness of action items contained therein

Community Outreach Coordinator (1)

- reports to the Vice President
- coordinates and facilitates all outreach programs during the school year, such as, but not limited too:
- Kensington Labor Day Parade
 - coordinates KNS presence at Labor Day Parade
 - marches in the Labor Day Parade with KNS
 - orders any materials such as balloons, t-shirts, tattoos, etc. needed for a successful parade march
 - communicates to all KNS families about Parade to ensure maximum participation
- Community Outreach program – usually 1 or 2 throughout the school year
 - liaisons with charitable organization
 - communicates with KNS families on program and needed action
 - delivers donations or other applicable outreach product to charitable organization

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Community Outreach Committee member (2)

- reports to the Community Outreach Coordinator
- assists Community Outreach Coordinator with all activities that foster a relationship between the School and its surrounding community, such as, but not limited to:
 - Kensington Labor Day Parade
- marches in the Labor Day Parade with KNS
- orders any materials such as balloons, t-shirts, tattoos, etc. at the direction of the Outreach Coordinator
- assists in communication to all KNS families about Parade
- assists in any planning or prep work needed to make the KNS presence in the parade a success
 - Community Outreach program – usually 1 or 2 throughout the school year
- liaisons with charitable organization
- communicates with KNS families on program and needed action
- delivers donations or other applicable outreach product to charitable organization
- participates in outreach activities that foster a relationship between the School and its surrounding community
- assists Outreach Coordinator as needed

Social Committee Members (4)

- reports to Vice President
- plans and hosts three social events each school year
- attends at least 2 of these social events
- attends at least two of the three planning meetings to determine the theme of the party, develop a party menu, determine party activities and entertainment, and to allocate work among the committee
- participates in the planning and preparation of all three Social Committee events, regardless of ability to attend the planning meeting and/or the social event.
- arrives at least one hour before the event to help with party set up, and stays up to one hour after the event to help with party clean up
- completes other party-related tasks as assigned
- makes purchases (if necessary) for the social events within the budget determined by the Vice President
- assists the Vice President/Social Committee Chair as needed.

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Treasurer / Chair of Finance Committee (2-year position)

(Board Member)

- reports to President
- attends monthly Board meetings
- oversees Assistant to Treasurer, Supplies Coordinator, and Grants Coordinator
- supervises and controls of all of the financial affairs and funds of the School, subject to the direction of the Board
- liaison with school accountant, insurance company, and state labor officials
- collects all fees
- manages the disbursement of funds
- keeps books of accounts and such other financial records as the Board shall direct
- prepares annual and quarterly financial reports, and others as requested by the Board
- determines the need for tuition or fee increases; presents any proposed increases to the Board and general membership for approval
- presents a budget for the following school year to the membership: the budget must be adopted or amended by the membership at the Spring membership meeting
- prepares annual teacher, Extended Day aide, cleaning, and bookkeeper contracts
- signs all tax forms and manages the School's financial records
- maintains charitable organization status with the state of Maryland
- serves on the Scholarship Committee with President and Ombudsperson
- prepares ballot items for the annual Spring membership meeting
- attends the Open House
- submits contributions to News Letter
- submits contributions to Sunday Night email
- must know Excel

Assistant to the Treasurer

- reports to Treasurer
- collects tuition and extended day payments
- prepares tuition and extended day deposits and payment reports for Treasurer
- produces monthly FSA receipts for families
- sends notices of outstanding payments to families
- coordinates the Extended Day program
- assists the Treasurer as needed
- must know Excel

Supplies Coordinator

- reports to Treasurer
- purchases basic supplies to store in school kitchen
- tracks inventory so the school does not run out of important items (such as toilet paper)
- posts a "to buy" list in the kitchen and purchases anything needed or otherwise requested by the teachers
- uses tax exempt certificate whenever making a purchase
- submits receipts to the Treasurer for reimbursement
- keeps cleaner/bleach bottles in classrooms full
- refills paper towel and soap dispensers in classrooms
- liaison with water delivery company and keeps stocked
- ensures adequate snacks and bottled water are available at all times

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Grants Coordinator

- reports to Treasurer
- researches grants available through governmental agencies and private foundations
- determines feasibility of developing programs to supplement annual budget allocations
- discusses program requirements and sources of funds with Treasurer
- writes applications for grants
- coordinates grant-funded programs for school

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Secretary

(Board Member)

- Reports to President
- Attends monthly Board meetings
- Oversees Historian and Hall Librarian
- Takes minutes at Board and Membership meetings
- Distributes concise copies of the minutes within one week of the meeting and for approval by the Board members
- Provides minutes to the Communications Chair to be displayed on the website
- Prepares Board meeting agendas
- Maintains files of: agendas and minutes from Board meetings, class attendance records, records of class co-ops by date, and visitor sign-in sheets.
- Attends Open House
- Submits information for Sunday Night Email as needed

Historian

- Reports to Secretary
- Attends all major KNS events to document activities via photographs and written text (or finds substitute photographer/note-taker for any event he or she cannot attend personally). Events must include but are not limited to:
 - Labor Day parade
 - KNS Socials
 - Open House
 - Fundraising events
- Creates and/or adds to existing photo scrapbook for display in classrooms, at the Open House, and at social events
- Responsible for display of photo scrapbook at the Open House and at social events
- May arrange for videotaping KNS events if needed
- Regularly corresponds with teachers regarding classroom activities and special events for purposes of documenting events of the school year in scrapbook or other format
- Maintains a KNS historical log
 - Includes relevant facts about yearly events and important policy changes
 - Includes annual listing of Board members for future reference
 - In coordination with Maintenance Chair, outlines building structure improvements and play equipment additions
 - Reviews the previous year's entries, and adds facts and events for the current year
- Creates an archive of current year's class rosters, the marked-up copies of the co-oping schedules, tuition information, the long range plan, and other documents generated by the Board
- Assists Secretary as needed

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Hall Librarian

- Reports to Secretary
- Maintains the library collection of children's and adult books as well as VHS tapes and DVDs
- Maintains and promotes the parent library
- Tapes book spines according to specified color coding system
- Reshelves returned books
- Repairs torn books and discards items that are beyond repair
- Organizes the bookshelves as needed to ensure space is sufficient for new books
- As needed, assists teachers with respect to each class educational program to obtaining relevant books at the public library
- Maintains the library database; enters new books into the database
- Establishes and/or maintains a system for regularly reviewing the database and library itself to remove old books or duplicates
- Assists Secretary as needed

Scholastic Books and Labels for Education Coordinator

- reports to President
- distributes Scholastic Books information
 - via hardcopy in mailboxes
 - via electronic announcements
 - typically Sept./Oct.; Nov./Dec.; Jan./Feb.; March/April
 - collects money and orders (if hardcopy); online orders encouraged
 - disburses orders appropriately
 - coordinate with Fundraising Committee and events
- collects food labels in conjunction with appropriate program

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Communications Chair

(Board Member)

- reports to President
- attends monthly Board meetings and Open House
- submits Communication article for bimonthly newsletter
- coordinates the school's overall internal and external communication among members
- supervises Website Coordinator, Newsletter Editor, and Alumni Relations Coordinator
- compiles list of member email addresses for Google groups email list
- gathers announcements and notices about school events (such as school closings due to weather, or reminders of social functions) and sends them to the KNS membership in weekly email bulletins on Sunday of each week
- emails membership regarding special announcements at request of Board and/or teachers as needed
- posts the weekly email bulletin on the school notice board each week
- creates and laminates the class phone trees with data supplied by each class representative
- labels the family cubbies

Newsletter Editor

- reports to Communications Chair
- prepares bimonthly online newsletter by collecting information from Board members and teachers, and inviting all members to contribute
- collects photo release forms from Membership Chair and avoids publishing images of students whose families have not consented
- retains print copies of newsletter for School files

Website Coordinator

- reports to Communications Chair
- maintains school website
- creates Google groups email lists
- creates online signup forms through SignUp Genius
- acts as liaison to Web Host provider
- updates website as needed including, but not limited to: posting of the School calendar, announcements and events, co-oping schedules, maintenance and fundraising hours, online newsletter, special events information, and more
- serves as a computer specialists to aid the Board as needed

Alumni Relations/Alumni Newsletter

- reports to Communications Chair
- maintains an alumni list and updates the list at the end of each year with new alumni members
- extends invitations for appropriate KNS fundraising and social activities to alumni upon direction from the Board
- prepares publication of an annual alumni newsletter, typically distributed in Winter
- provides electronic copy of updated alumni list to Communications Chair at the end of the school year
- otherwise assists the Communications Chair as needed

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Fundraising Committee Chairs (2)

(Board Members)

- reports to President
- attend monthly Board meetings
- attend annual Open House, typically held in late January
- submit article and/or information for bi-monthly newsletter and annual alumni newsletter
- submit information to Communications Chair for weekly Sunday Night Email
- oversee 9-10 committee members
- with assistance from Fundraising Program Coordinator, coordinate programs that provide additional income to the School - such as: Original Works, Mabel's Labels, Groceries for Education, among others
- with assistance from "A-thon" Coordinator, Auction Assistant, and Fall and Spring Yard Sale Hosts and Coordinators, coordinate events that provide additional income to the School - such as: Silent Auction, Photo Fundraiser, Babysitting Nights, among others
- track and periodically post fundraising hours each family has contributed
- determine how fundraising hour credit is earned for work on each program and/or event, and communicate it clearly to the membership
- announce via newsletter, Sunday email, and/or special emails as needed, upcoming fundraising events and opportunities for members to earn required fundraising hours
- communicate special fundraising events to alumni through Alumni Relations Coordinator

Fundraising Committee Member: Fall Yard Sale Host and Coordinator (1)

- reports to Fundraising Committee Chairs
- hosts Fall Yard Sale and is responsible for related tasks including choosing a date for the yard sale that suits the host and fits into the KNS calendar, coordinating the collection of donations, storing donations and directing the set-up and clean-up of the yard sale
- coordinates members' involvement with the Fall Yard Sale, such as creating sign-up for those who wish to work at the yard sale, organizing volunteers, directing placement of signs for advertising yard sale, coordinating publicity of the yard sale
- attends Committee meetings
- attends Silent Auction (or other major fundraiser)
- otherwise assists the Fundraising Committee Chairs as needed
- note that Fall Yard Sale Host and Coordinator does not receive fundraising hours for work related to the Fall Yard sale but will have opportunities to earn fundraising hours through other fundraising events/programs

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Fundraising Committee Member: Spring Yard Sale Host and Coordinator (1)

- reports to Fundraising Committee Chairs
- hosts Spring Yard Sale and is responsible for related tasks including choosing a date for the yard sale that suits the host and fits into the KNS calendar, coordinating the collection of donations, storing donations and directing the set-up and clean-up of the yard sale
- coordinates members' involvement with the Spring Yard Sale, such as creating sign-up for those who wish to work at the yard sale, organizing volunteers, directing placement of signs for advertising yard sale, coordinating publicity of the yard sale
- attends Committee meetings
- attends Silent Auction (or other major fundraiser)
- otherwise assists the Fundraising Committee Chairs as needed
- note that Spring Yard Sale Host and Coordinator does not receive fundraising hours for work related to the Spring Yard sale but will have opportunities to earn fundraising hours through other fundraising events/programs

Fundraising Committee Member: Read-a-thon Coordinator (1)

- reports to Fundraising Committee Chairs
- spearheads major fundraising direct giving campaign in the form of a Read-a-thon, including selecting of class coordinators for the event, organizing members' participation in the event, coordinating aspects of the event with the teachers, collecting money raised from the event, coordinating tax receipts/thank you letters for the event
- attends Committee meetings
- attends Silent Auction (or other major fundraiser)
- otherwise assists the Fundraising Committee Chairs as needed
- note that Read-a-thon Coordinator does not receive fundraising hours for work related to the Read-a-thon but will have opportunities to earn fundraising hours through other fundraising events/programs

Fundraising Committee Member: Auction Assistant (2)

- reports to Fundraising Committee Chairs
- coordinates annual auction event in conjunction with Fundraising Committee Chairs, responsibilities likely to include planning for the event itself (securing venue, entertainment, food, beverages and decorations), assisting with the solicitation of items for auction, coordinating member involvement for the event night, coordinating sale of the event tickets, and other related tasks as deemed necessary by the Fundraising Committee Chairs
- attends Committee meetings
- attends Silent Auction and assists at event, including set up for the event and supervision of member volunteers
- otherwise assists the Fundraising Committee Chairs as needed
- note that Auction Assistant does not receive fundraising hours for work related to the planning of the Auction but will have opportunities to earn fundraising hours through other fundraising events/programs and through solicitation of Auction items

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Fundraising Committee Member: Fundraising Program Coordinator (1)

- reports to Fundraising Committee Chairs
- coordinates non-event-related fundraising programs such as Original Works, Groceries for Education, Mabel's Labels, as directed by the Chairs with responsibilities likely to include designating class coordinators for Original Works program, serving as liaison between Original Works and KNS, coordinating Mabel's Labels fundraiser, signing up members with Harris Teeter and Safeway education programs, and promoting all fundraising programs
- attends Committee meetings
- attends Silent Auction (or other major fundraiser)
- otherwise assists the Fundraising Committee Chairs as needed
- note that Fundraising Program Coordinator does not receive fundraising hours for work related to fundraising programs such as Original Works, Mabel's Labels and Groceries for Education, but will have opportunities to earn fundraising hours through other fundraising events/programs

Fundraising Committee Member: Advertising Manager (1)

- reports to Fundraising Committee Chairs
- secures advertisers for school newsletter, tracks and collects payments from them and forwards payments to the Treasurer
- secures advertisers for fundraising events, specifically annual auction and other major events, tracks and collects payments and forwards payments to Treasurer
- assists with other advertising and publicity needs of the Fundraising Committee
- attends Committee meetings
- attends Silent Auction (or other major fundraiser)
- otherwise assists with the advertising needs of KNS
- otherwise assists the Fundraising Committee Chairs as needed
- note that Advertising Manager does not receive fundraising hours for work related to the publicity and advertising but will have opportunities to earn fundraising hours through other fundraising events/programs

Fundraising Committee Member (2-3)

- reports to Fundraising Committee Chairs
- spearheads at least one major fundraising project/effort and/or assists with one or more fundraising event or program as directed by the Chairs and other members of the Fundraising Committee
- attends Committee meetings
- attends Silent Auction (or other major fundraiser)
- otherwise assists the Fundraising Committee Chairs as needed
- note that Fundraising Committee Members do not receive fundraising hours for committee work but will have opportunities to earn fundraising hours through work on other fundraising events/programs

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Maintenance Committee Chair

(Board Member)

- reports to President
- attends monthly Board meetings
- maintains the physical property - both interior and exterior of the building and the grounds
- oversees 8 Committee members
- sets dates for at least 3 work days/weekends
- recruits volunteers for work days/weekends
- identifies and lists specific jobs for work days/weekends and ensures at least one supervisor is present to oversee tasks
- purchases supplies as needed
- responds to urgent jobs as quickly as possible (i.e., replacing locks or light bulbs)
- posts maintenance jobs needing to be done via email so members can respond to them and earn required hours
- identifies and negotiates with contractors and/or trades people as appropriate and obtains at least three estimates for large jobs (generally over \$500)
- arranges for such things as termite inspection and fire extinguisher recharging
- maintains keys to the building and keeps a list of who has keys
- tracks and periodically posts maintenance hours each family has earned
- attends annual Open House
- submits article for bimonthly newsletter
- submits information for Sunday Night Email as needed

Maintenance Chair Assistant (1)

- reports to Maintenance Committee Chair
- attends at least two of three scheduled maintenance work-days
- attends committee meetings
- assists Maintenance Chair with organizing and supervising workdays
- assists Maintenance Chair with recruiting volunteers for workdays
- assists Maintenance Chair in identifying and negotiating with contractors
- assists Maintenance Chair in responding to urgent jobs quickly
- generally assists Maintenance Chair as needed
- Note that Maintenance Committee Members do not receive maintenance hours for work related to their specific job but will have opportunities to earn maintenance hours through other maintenance events/programs, such as workdays, leaf raking, lawn mowing, etc.

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Maintenance Committee Member: Special projects/trash maintenance (1)

- reports to Maintenance Committee Chair
- attends at least two of three scheduled maintenance work-days
- attends committee meetings
- emphasizes recycling materials at the school
- ensures that recyclables are picked up weekly by County
- ensures trash is picked up weekly by County
- packages all yard waste and places by the road for County pick-up
- coordinates required trips to County dump
- otherwise assists the Maintenance Committee Chair as needed
- Note that Maintenance Committee Members do not receive maintenance hours for work related to their specific job but will have opportunities to earn maintenance hours through other maintenance events/programs, such as workdays, leaf raking, lawn mowing, etc.

Maintenance Committee Member: Driveway maintenance (1)

- reports to Maintenance Committee Chair
- attends at least two of three scheduled maintenance work-days
- attends committee meetings
- maintains the driveway in good order
- arranges for the driveway to be plowed in case of snow
- shovels steps and sidewalk in case of snow
- applies salt on steps and walkway to keep from freezing (may include purchase of salt to be reimbursed by school)
- arranges for the redistribution of gravel in driveway or addition of new gravel or filling in of potholes as needed
- otherwise assists the Maintenance Committee Chairs as needed
- Note that Maintenance Committee Members do not receive maintenance hours for work related to their specific job but will have opportunities to earn maintenance hours through other maintenance events/programs, such as workdays, leaf raking, lawn mowing, etc.

Maintenance Committee Member: Building maintenance (1)

- reports to Maintenance Committee Chair
- attends at least two of three scheduled maintenance work-days
- attends committee meetings
- maintains the building in good order
- makes repairs to exterior of school building as needed
- paints exterior of school building as needed
- finds parent volunteers to assist; if that is not an option, work with Maintenance Committee Chair to hire outside vendors
- otherwise assists the Maintenance Committee Chair as needed
- Note that Maintenance Committee Members do not receive maintenance hours for work related to their specific job but will have opportunities to earn maintenance hours through other maintenance events/programs, such as workdays, leaf raking, lawn mowing, etc.

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Maintenance Committee Member: Indoor maintenance/handyperson maintenance (1)

- reports to Maintenance Committee Chair
- attends at least two of three scheduled maintenance work-days
- attends committee meetings
- handles minor repair and maintenance jobs at the school as they arise during the year
- arranges for furnace to be serviced once year (includes the replacement of furnace filters)
- cleans or replaces air conditioner filters in classrooms (Debbie's filter to be checked at least once a week)
- checks batteries in smoke detector
- arranges for fire extinguisher check yearly
- finds parent volunteers to assist; if that is not an option, works with Maintenance Committee Chair to hire outside vendors.
- otherwise assists the Maintenance Committee Chair as needed
- Note that Maintenance Committee Members do not receive maintenance hours for work related to their specific job but will have opportunities to earn maintenance hours through other maintenance events/programs, such as workdays, leaf raking, lawn mowing, etc.

Maintenance Committee Member: Lawn maintenance/trees/adult shed (1)

- reports to Maintenance Committee Chair
- attends at least two of three scheduled maintenance work-days
- attends committee meetings
- ensures there is gas/oil available at all times
- ensures that the mower and weed whacker are in good working order
- periodically reviews the property to determine if any seeding or trimming of trees is necessary
- coordinates any necessary tree work including receiving bids for tree work and working with committee chairs to contract for jobs
- keeps adult shed organized
- posts sign up email in fall for raking leaves
- ensures brown yard bags are available for yard work
- finds parent volunteers to assist; if that is not an option, work with Maintenance Committee Chair to hire outside vendors
- otherwise assists the Maintenance Committee Chair as needed
- Note that Maintenance Committee Members do not receive maintenance hours for work related to their specific job but will have opportunities to earn maintenance hours through other maintenance events/programs, such as workdays, leaf raking, lawn mowing, etc.

Maintenance Committee Member: Playground maintenance/toy shed (1)

- reports to Maintenance Committee Chair
- attends at least two of three scheduled maintenance work-days
- attends committee meetings
- maintains the playground equipment and school grounds in good order
- repairs playground equipment as needed, including bikes and other toys stored in toy shed
- assists teachers in updating playground equipment from time to time
- keeps toy shed organized
- coordinates parent volunteers to assist in completing these tasks
- otherwise assists the Maintenance Committee Chair as needed
- Note that Maintenance Committee Members do not receive maintenance hours for work related to their specific job but will have opportunities to earn maintenance hours through other maintenance events/programs, such as workdays, leaf raking, lawn mowing, etc.

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Maintenance Committee Member: Sewing/laundry/toy cleaning (1)

- reports to Maintenance Committee Chair
- attends at least two of three scheduled maintenance work-days
- attends committee meetings
- works with teachers to sign up parent volunteers for toy cleaning and laundering dress-up clothes over winter/spring break
- tracks who has taken toys and ensures that all toys are returned back to school before the return of students to school
- coordinates sewing repairs to any dress-up clothes or other classroom fabrics (e.g. doll clothes, curtains, etc.)
- otherwise assists the Maintenance Committee Chair as needed
- Note that Maintenance Committee Members do not receive maintenance hours for work related to their specific job but will have opportunities to earn maintenance hours through other maintenance events/programs, such as workdays, leaf raking, lawn mowing, etc.

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Membership Committee Chair

(Board Member)

- Reports to President
- Attends monthly Board meetings
- Maintains maximum enrollment in the School
- Recruits new students
- Together with the Director and Board Members, serves as the source of public information about the School to prospective members
- Receives and promptly responds to all requests for membership information
- Communicates with prospective members about the policies and practices of the School
- Collects applications and registration fees from all members
- Notifies applicants of their class or wait list placement
- Maintains up-to-date files of current members, including correct addresses, phone numbers and email; publish throughout the school year as needed
- Maintains a detailed file of applicants who are on the waiting list as well as others who have expressed interest in the School so that vacancies can be filled as soon as they occur during the school year
- Distributes re-enrollment packets to current members in December
- Coordinates annual Open House for prospective members, usually in late January
- Ensures all the necessary information and registration materials are available at Open House, and as needed throughout the year
- Distributes registration packets to all new members each April
- Receives and facilitates a member's notification of intent to withdraw a child from the School during the school year; upon receipt of such notification, notifies the Board, the Director, the Jobs Coordinator, and the teachers
- Mid-Year New Memberships: facilitates a new member joining the school throughout the school year; notifies Board, the Director, the Jobs Coordinator, and the Teachers of new member
- Submits information for Sunday Night Email as needed

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Membership Committee Member: Membership Assistant

- Reports to Membership Chair
- Supports and assists Membership Chair in all duties
- Recruits new students
- Communicates with prospective members about the policies and practices of the School
- Assists in collecting applications and registration fees from all members
- Assists in maintaining up-to-date files of current members, including correct addresses, phone numbers and email; publish throughout the school year as needed
- In August and September, assists Health and Safety Coordinator with collection and proper filing of required health and other forms
- In July and August, assists the Handbook Coordinator with preparing and distributing Handbooks to the membership
- Attends pre-school fair(s) in November
- Assists in developing and distributing re-enrollment packets to current members in December
- Coordinates annual Open House for prospective members, usually in late January
- Ensures all the necessary information and registration materials are available at Open House, and as needed throughout the year
- Assists in developing and distributing registration packets to all new members each April
- Mid-Year New Memberships: facilitates a new member joining the school throughout the school year
- Otherwise assists the Membership Committee as needed

Membership Committee Member: Health and Safety Coordinator

- Reports to Membership Chair
- Oversees the health and safety of the children, teachers and co-oping adults at the School as stipulated by Montgomery County regulations
- In August and September, collects and verifies all health registration forms from the members, ensuring that the children are up-to-date on their immunizations before attending school
- In August and September, collects and verifies that all co-oping adults have a current TB test on file before being allowed to co-op at the school
- In August and September, collects and verifies that all co-oping adults have completed and returned the Employment Medical Form and Release of Information – Family Child Care notarized form
- In August and September, collects the Emergency Release Forms
- In August and September, collects and verifies that all Membership Agreement/Release Forms are completed
- Receives assistance from Membership Assistant in collecting all the forms
- Creates a table with the allergy information along with medicine dosages; posts list of allergies on the kitchen cabinet and in each classroom
- Maintains health and safety records in the filing system located in the kitchen
- Posts announcements of any contagious diseases which are known to be present in any classroom
- Checks First Aid supplies, emergency backpacks and emergency equipment periodically
- Attends pre-school fair(s) in November
- Attends annual Open House, usually held in late January
- Otherwise assists the Membership Committee as needed

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Membership Committee Member: Handbook/Membership Database Coordinator

- Reports to Membership Chair
- Updates the school's handbook with new information
- Coordinates editing and printing schedule of the handbook
- Distributes hard copies of the handbook at Membership Meeting prior to the beginning of the school year and an electronic copy to Website Coordinator
- Receives assistance from Membership Assistant in revision and distribution of handbook
- Updates handbook over the course of the year and sends updated copy to Website Coordinator for posting
- Provides updates and electronic files to person who takes over the job the following year
- With Membership Chair, compiles and maintains the database of the school's member families
- Distributes the member database to all Board members and Committee Chairs at the beginning of the year
- Tracks and publicizes updates to member contact information throughout the year
- Provides articles for School newsletter
- Attends pre-school fair(s) in November
- Attends annual Open House, usually in late January
- Otherwise assists the Membership Committee as needed

KNS
2011-2012
Job Descriptions

Participation Committee Chair

(Board Member)

- reports to President
- attends monthly Board meetings
- oversees Class Reps and Participation Assistant
- schedules a sufficient number of participation parents in the classroom each school day
- collects the participation forms in August and sets up the participation groups (a participation group will be sent home from School in the event a co-oper fails to arrive and a substitute has not been found)
- plans the co-oping schedule for three classes
- consults with the maintenance chair, fundraising chair and teachers to compile a list of families who are behind on their maintenance hours, fundraising hours, and/or co-oping obligations and presents this list to the president and membership chair before the December 1 re-enrollment deadline and also before the end of the school year
- posts baby-swapping and carpooling sign-up sheets on the web site
- attends annual Open House
- submits article for bimonthly newsletter
- submits information for Sunday Night Email as needed

Participation Assistant

- reports to Participation Committee Chair
- plans the co-oping schedule for two classes
- otherwise assists the Participation Chair as needed

Class Representative (5)

(1 per class)

- reports to Participation Chair
- organizes weekly play dates in the summer preceding the school year to allow parents and children to get to know each other
- facilitates general communication among parents in order to promote a sense of camaraderie and friendship
- encourages parent participation in all school events to support over-all school endeavors
- meets with the Participation chair at the beginning of the KNS school year to discuss job responsibilities
- collects relevant data for the class phone tree as soon as possible in the beginning of the school year with the parents' best numbers for being reached in case of emergency or if information needs to be communicated urgently; forwards that information to the Communications chair
- identifies those families in the class with two working parents and discusses how to best inform them of class activities
- identifies families that have nannies, babysitters, or other caregivers (e.g., grandmothers) that may regularly drop off or pick up children and works with them to make sure the caregivers know to check the student(s) mailbox(es) and to check the class bulletin board
- identifies families in the class for whom there may be a language barrier (with either parents or caregivers) and determines how best to facilitate communication with that family
- fosters familiarity and camaraderie among families in the class by providing no less than three opportunities outside of school for parents to socialize (with or without children)
- works with the teacher to regularly communicate class-specific information (e.g., field trips, class parties) to parents
- coordinates the parents' contribution to KNS' annual Silent Auction fundraiser

KNS
2011-2012
Job Descriptions

- While not required, Class Representatives are encouraged to coordinate cards of appreciation and/or a small class gift for the teacher. Typically, these gifts are given just before Winter Break, at the end of the school year, and on the teacher's birthday.