

PARENT SUPPORT JOBS (2010-2011)

CCC is a volunteer run organization. By working together we are able to keep costs down and quality high. Each family is asked to assist in the operation of our school by selecting one of the following options: (1) hold a position on the CCC parent council, (2) hold an individualized support job (3) hold a job on a committee.

In 2007, the CCC council voted to allow parent members to opt out of their support job by adding \$500.00 onto their yearly tuition. We realize that for some, this may be the preferred option. However we encourage all to look at the many opportunities below and give volunteerism a chance! Together we will work with you to find something that will fit both your needs and the school's needs.

As you read through the positions, reflect on "who" you are, and "why" you'd like the position. Do you like working in a group with others, or are you more likely to be your own boss? Do you want to learn something new, or bring your skills to the table? All the jobs are designed to be very flexible both in time and in operations. If you find it is not the right fit we will be happy to help you find a win-win situation. Each position has a contact person who will be working with you through out the year. Questions? Call or e-mail the school at creativechildrenscenter@verizon.net. We thank you in advance for your participation.

The School Council

The School Council is made up of parents, class representatives, our school director and teachers. They work together to coordinate the operations of the school and to support the program's philosophy. The Council participates in planning the yearly calendar and setting policy. Most council members have been in the school for one or more years, though it is not required. It is suggested that council members are asked to serve for a minimum of two years. All school members are invited to join Council meetings, held on the first Tuesday of each month. (If an area is left blank the position has not been filled.)

Education Director	Lucy Chaillé
Teachers	Casey Betcher, Lucy Chaillé, Courtney Elliott, Ally Smith
Class Rep Chair	
Registrar/Admin Support	Sally Bland
Council Secretary	Amanda Hoffman
Communication/PR	
Newsletter Editor	
Support Job Coordinator	Rebekah Harper
Development	Amy Bockman
Maintenance Chairs	D'nise Minor &
Kindergarten Class Rep	Roopal Shah
Play Pals AM Class Rep	
Play Pals PM Class Rep	Jen Faustin
High 5/RR/TB Class Rep	
Sunshine Kids Class Rep	
Super Stars Class Rep	
Ad Hoc Members	

CCC SUPPORT JOBS AND COMMITTEES

Class Representatives

Lead:

Purpose: To coordinate parent participation in the classroom and act as a liaison between the teacher, parents and council.

Tasks: Class representatives serve on the CCC School Council. They are in charge of maintaining current class lists and the monthly parent help calendar. Reps help parents get orientated and direct them to the right source if they should need assistance.

It is important that class reps understand the workings of the program, so it is recommended that they are alumni members. This is a good job for a person with strong communications skills. Reps must be organized with good attention to details. Home computer, printer and e-mail access needed.

K-2: Roopal Shah

H-5, R.R, & T.B:

SK:

SS:

PPam:

PPpm: Jen Faustin

TT:

Teacher Assistants

Purpose: To assist teachers in keeping the classroom prepared and functioning smoothly.

Main duties: Gather project supplies from the storeroom for the class and return the supplies no longer needed in class; retrieve library books from school library to stock in class and reshel previous books; rotate toys, costumes and sensory table contents as requested; contact Supply Team Lead if a specific supply is needed or running low; make play dough; help record documentation.

K-2: H-5, RR, & TB:

SK: SS:

School Development Team (the more the merrier)

Lead: Amy Bockman

Purpose: To create and implement CCC's annual development plan and strategy including working as a team to support fundraising and marketing efforts.

Task: there are four development projects planed for the year: the bowl-a-thon, winter wreath sale, annual auction, and spring plant sale. Our main fundraiser is the auction. The events are coordinated by a steering committee and supported by the whole school membership. Many jobs can be done from home or when out and about the town. Planning meetings are periodic and childcare is often provided.

This is a large group and welcomes people of diverse skills and interests including data entry, phone and e-mail support, graphic design, sales, and event hosting.

Event Support Team (several positions)

Lead:

Purpose: to help plan, organize, and host CCC social events.

Tasks: CCC holds several events throughout the year. This team will work with staff School Development, or PR teams, depending on the event, to help develop and put on the event.

CCC events include: open houses, family potlucks/picnics, the auction, bowl-a-thon, creativity fair, etc...

Good organizational and planning skills are helpful in this job. It's also a great team to work on if you love people and putting on a great party.

Maintenance Team (many positions)

Leads: D'nise Minor &

Purpose: The maintenance team keeps the school grounds, playground and facilities in good condition.

Tasks: Maintenance jobs can vary from keeping classroom equipment and toys clean and in good working order to fixing a deck railing or toilet or helping design a new wildlife habitat in the garden.

Jobs can be found for people who like to work with a team or group, share a job with their spouse, or who like to work on their own time.

We can use people who like to clean or organize, are handy fix-it types or carpenter/handymen, electricians, plumbers, seamstress/tailors, love plants, or just like to keep things in good working order.

Book Team (Library & Scholastic Book Club) (4 positions)

Lead:

Purpose: This team maintains the school library and coordinates school-wide orders with Scholastic Bookclub.

Tasks: include shelving books and keeping library shelves organized, maintaining/fixing books, maintaining the database & labeling new books; as well as collecting scholastic book orders, and ordering & distributing the books once they've been delivered.

School Supply Team (4 positions)

Lead:

Purpose: maintain, organize and restock the materials used by the school including art supplies, maintenance/operations supplies and studio supplies.

Tasks: members will work as a team to keep the school stocked with the materials they utilize throughout their day and year. This includes ordering materials, shopping for materials, picking up materials, and keeping storage areas clean and organized.

Great job for organized individuals that like to shop, and crafty types that like to gather miscellaneous materials for class projects.

School Public Relations Team s (In-house and out)

The school information teams work together to keep communication both inside and outside the school running smoothly. From public relations to the school newsletter, the goal is to provide our parents and community with up to date information on CCC and its activities.

Registration/Tour Team (3 positions)

Lead: Sally Bland

Purpose: helps families interested in CCC get the information they need and introduce them to our school and our philosophies.

Tasks: include hosting school visitation days and taking families on tours, as well as, returning phone and email messages.

Helpful skills include good communication skills, an open and friendly manner, and a love & knowledge of our school and philosophies. (Educational background encouraged.)

Public Relations/Press Team (3 positions)

Lead:

Purpose: to keep abreast of CCC events and inform the news, also assists in organizing CCC PR activities.

This job is good for people with ideas and follow-through, who love our school and want to share it with others so that they can have the same educational and community opportunities.

Newsletter Team (2-3 positions)

Lead Editor/Reporter:

Purpose: to coordinate the monthly newsletter and update calendar.

Webmaster

Chris Beckley

Community Representative (one person)

Purpose: acts as a liaison between CCC Council and Parent Child Preschools of Oregon, NAREA, and The Reggio Inspiration Network.

CCC Parent Information and Support Job Request Form

The questions below provide the Support Job Coordinator and the staff with a database of information on how each family can support our school community. Please use additional paper as needed.

Parents Names:

_____ **Phone:** _____

Children names and

Classes: _____

E-mail address: _____

What special skills/interests/education do you have?

- | | | |
|--|--|---|
| <input type="checkbox"/> Landscaping/Gardening | <input type="checkbox"/> Sewing | <input type="checkbox"/> Photography (Digital/Standard) |
| <input type="checkbox"/> Science/Engineering | <input type="checkbox"/> Crafts | <input type="checkbox"/> Video/Film |
| <input type="checkbox"/> Secretarial skills | <input type="checkbox"/> Arts | <input type="checkbox"/> Paint/Wallpapering |
| <input type="checkbox"/> Desktop publishing | <input type="checkbox"/> Theatrical (Acting/Directing) | <input type="checkbox"/> Plumbing/Electrical |
| <input type="checkbox"/> Graphic design | <input type="checkbox"/> Music (Instrument) | <input type="checkbox"/> General Handyman |
| <input type="checkbox"/> Architecture/Drafting | <input type="checkbox"/> Teaching Background | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Web design | <input type="checkbox"/> Singing | <input type="checkbox"/> Concrete or Masonry |

Other:

Please share your experience with the above:

What is your current occupation? If you are a stay-at-home parent, what did you do before having kids? Career? College?

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Support Job Request Form

After reviewing the support job descriptions, please prioritize your top three team choices below (number them 1, 2 and 3). If you are flexible please let us know and e-mail the school should you have any questions.

Send the form back to CCC when completed so that we may begin placing positions for next year. If we have any questions about your selection we will give you a call. Notification of jobs will occur as they are placed. If you and your spouse would like to both help you are welcome to have separate positions or share. CCC is a great community, so keep in mind that we will all be working together, therefore keeping the time commitment manageable for all while creating a neighborhood of friends.

1.

2.

3.

Experience or education that will help you in your community support job?

What other areas would you be interested in helping?

☐ Facility Improvements

☐ Publicity & promotion

☐ Art Support

☐ Building maintenance

☐ Grant Writing

☐ Teacher Support

☐ Landscape Design

☐ Assistance with Documentation

☐ Childcare at parent meetings

☐ Event planning

New Idea! Do you have an idea or skill that could become a support job? List it here:

Questions or comments: