

A cooperative preschool is powered by its membership and our co-op works best when each individual meets their responsibilities. Each co-op member is required to perform a job for the school. This structure helps us model for our children how to cooperate productively toward a common goal, ask one another for help, and build community. When we are all working together to enrich our co-op, it becomes the amazing, vibrant school we want for ourselves and our children.

Although we do our best to place you in one of your chosen jobs, you might not be assigned a job you've requested. If you have any specific skills or interests, please indicate them on the survey.

Board of Directors Job Descriptions

**All directors are expected to attend monthly board meetings. For the 2022-2023 school year, board meetings will be held on the first Tuesday of the month, from 7-9pm. Any MPCP member is welcome to attend, upon request.*

PRESIDENT (1 person) — The President presides over the Board of Directors (BOD) and supervises and manages the BOD. Specific job tasks include: managing the school's tax-exempt status and relationship with Seattle Parks department, including any lease amendments; working with VPs and other Board members to ensure jobs are being completed; writing introduction letters for the Handbook; managing relationship with NSC, including renewing NSC affiliation each year; helping with Class Representative training; attending NSC Board training; communicating with membership; setting the agenda and running all BOD meetings (once/month, except July and December); managing any classroom issues including grievances or problems; securing speaker for all-school meeting; organizing, attending and speaking at orientation meeting in September, open house in February and all-school meeting in April; overseeing the All-School Meeting Setup Team. Oversees Class Representatives and liaises between Class Reps and the BOD. Attends the NSC's Parent Advisory Council (PAC) Risk Manager and Leadership Conference for Board members held in the fall of each year.

VICE PRESIDENT OF TEACHER SUPPORT (1 person) — Responsibilities include recruiting, managing, and helping develop and support teachers and Parent Educators. Plans, executes, and reports on spring and fall school surveys.

VICE PRESIDENT OF PARENT OUTREACH (1 person) — Updates and sends out the jobs survey to families in the August before the start of the school year, and uses responses to assign jobs for each family in co-op. Organizes and keeps a list of families' jobs for the entire co-op. Updates Jovial with jobs. Assists the School Director and other BOD members with making sure their respective families are reporting to and performing their jobs as necessary. Assists the President with recruiting future BOD for the following year. Helps to update job descriptions.

VICE PRESIDENT OF MARKETING (1 person) — Creates MPCP program awareness through coordination of public advertising via community bulletin boards, newspapers, magazines, social media and the MPCP website. Works closely with the Registrar to advertise class openings and publicizes school-hosted events such as fundraisers, donation drives, speaker series, and holiday events. Liaises closely with Community Outreach Chair to communicate MPCP's community outreach activities. Implements other marketing tasks as needed, such as new school signage, school t-shirts and website maintenance (in coordination with Webmaster). Supports preschool fairs and other PAC-led marketing efforts. The VP of Marketing should have an understanding of Wordpress and oversee the Marketing Team (Marketing Assistant, Merchandise Manager and Webmaster) and the Spring Preschool Fairs' Team.

TREASURER (1 person) — Responsible for recording, tracking, and reporting MPCP's finances. The Treasurer oversees and trains the Assistant Treasurer. The Treasurer supervises collection of tuition and all other money generated by MPCP, handles the disbursement of all co-op monies, and files quarterly/annual/employment taxes accordingly. Works closely with MPCP's accountant and manages online tuition payments. Prepares an annual budget for the upcoming year and has all books prepared for annual review. Provides the monthly financial report to the BOD via email at least one week before the meeting. The Treasurer also oversees the Fundraising Chair and liaises between the Fundraising Chair and the BOD. Attends NSC's Parent Advisory Council (PAC) Leadership Conference for Board members held in the fall of each year, and any other Treasurer-specific training provided by NSC. Sits on the Executive Committee.

SECRETARY (1 person) — The Secretary is the caretaker of records for the MPCP, specifically the BOD meetings and correspondence. The Secretary is also responsible for updating and creating and distributing (in early August) the Welcome Email, which includes key forms, contact information, and the Parent Handbook. Other responsibilities include: attending and keeping complete minutes of the BOD meetings; distributing the minutes via email at least one week before the meeting; presenting amended minutes for approval at the BOD meetings; maintaining an up-to-date list of Board officers; printing and managing BOD sign-in at meetings; organizing BOD hosting/snack/drink schedule; managing correspondence for the group and keeping records; supporting the President by tallying votes. Attends NSC's Parent Advisory Council (PAC) Leadership Conference for Board members held in the fall of each year. Sits on the Executive Committee.

REGISTRAR (1 person) — The Registrar is responsible for oversight and execution of MPCP's registration processes and maintenance of school and class rosters. Responsibilities include: Obtaining, maintaining and utilizing a strong working knowledge of our registration platform, Jovial, through online training and reference manual provided by Jovial. Oversight of registration for all new and returning families during open enrollment and filling of class openings throughout the school year; attending BOD meetings; attending annual NSC trainings; updating BOD/Staff members when new families join the school (specifically Teacher, Class Rep, Parent Outreach, Treasurer,

Parent Ed, Risk Manager); notifying VP of Marketing of need for prospective family lead generation to fill open spaces in classes and to promote enrollment events (primarily open house and open registration); coordinating with BOD members and Staff to facilitate enrollment events (open house, school tours, open registration); communicating with prospective families and extending offers of placement into classes; working with Assistant Registrar to facilitate activities related to registration. The Registrar may or may not sit on the Executive Committee (EC), at the discretion of the EC.

LEAD PARENT ADVISORY COUNCIL (PAC) REPRESENTATIVE (1 person) — The Lead PAC Rep oversees our PAC Rep team at NSC, and coordinates the sharing of information between PAC and the Board. Along with any other Reps, they represent our school on the Council, serving as a liaison, encouraging collaboration between member co-ops, and facilitating the exchange of ideas and best practices under the guidance of NSC. PAC Reps either serve on the PAC Board, with an Executive Committee-type role, or on a subcommittee (scholarship, registration, communications, education, etc.). Attends NSC's Leadership Conference for Board members held in the fall of each year, which will be the first PAC meeting of the 2022-2023 school year. For 2021-2022, PAC meetings were held the second Monday of each month, from 7-9pm. 2022-2023 may follow a similar schedule, but has not been confirmed.

RISK MANAGEMENT CHAIR (1 person) — This position reports to the President, and liaises closely with Parent Educators to ensure MPCP is compliant with NSC rules and regulations. Distributes, collects and maintains immunization records, earthquake preparedness forms and emergency cards. Educates parents about co-op health and safety rules. Responsible for school-wide novel coronavirus response. Maintains first aid kit and earthquake provisions bin. Sets up emergency procedures for fire and earthquake situations. Coordinates quarterly fire and earthquake drills with School Director. Makes safety checks at school. Prepares a list of allergies and special dietary restrictions for every class. Maintains spreadsheet with details of Health/Safety/Risk Management forms for each family/child. Ensures that first aid kit is up to date (this is kept in the classroom). Oversees the Cleaning Coordinator. Attends NSC's Parent Advisory Council (PAC) Leadership Conference for Board members, held in the fall of each year.

COMMUNITY OUTREACH CHAIR (1 person) — This position oversees the Public Benefit Coordinator and Community Liaison. Responsible for producing the Public Benefit Plan by November, and the Public Benefit Report by March. This position plans and coordinates MPCP community events throughout the year, to fulfill Public Benefit requirements, including MPCP Speaker Event(s) and MPCP donation collection drives. Coordinates and communicates with the Seattle Parks and Recreation (the primary liaison), Public Benefit Coordinator and Vice President of Marketing to advertise community events. A strong commitment to the co-op, organized nature and attention to detail are important for success in this role.

SCHOOL EVENTS COORDINATOR (1 person) — The School Events Coordinator is responsible for creating a sense of community and fostering morale throughout the school. The Coordinator chairs the Events Advisory Committee, and provides regular updates to the BOD on the all-school events the Committee organizes during the school year. These events include but are not limited to the fall welcome picnic, Halloween booth, the December holiday party, and the year-end picnic. The Coordinator works closely with the Community Outreach Chair on all events that are open to the public (and that MPCP can count toward its public benefit); the President and Risk manager to ensure permit and insurance requirements are met for each event; and the marketing director to promote the events within the school and the broader Seattle community, as appropriate. The coordinator also communicates the date and time of events to MPCP families, and updates handover notes for the next year's committee. Must be available to attend the events.

BOARD ADVISOR (1 person) — An individual with several years of co-op experience, the Board Advisor is responsible for providing advice and a sense of continuity to the President and BOD, rooted in their knowledge of previous years.

Parent Job Descriptions

ALL-SCHOOL MEETING SETUP TEAM (2 people) — This position reports to the President. The President will notify the Setup Team of dates and times for the fall all-school meeting in September, co-op open house in February, and the spring all-school meeting in April. For the 2022-2023 school year, the fall all-school meeting will be held on Thursday, September 8, 2022; the spring all-school meeting will be held in late April 2023 (pending guest speaker confirmation); the February 2023 open house dates are TBD. Responsibilities include setting up chairs for each event, obtaining and setting up light refreshments (e.g., coffee, bottled water, cookies; expenses reimbursable), and cleaning up the room after the meeting.

ASSISTANT CLASS REPRESENTATIVE (1 person per class; 6 total) — This position reports to the Class Representatives. Responsibilities include: creating a sense of community and fostering morale with the families in their respective class, creating and communicating snack and cleaning schedules for the school year; sending out email reminders for the coming week's jobs; scheduling monthly parent meetings, collecting money from the class to purchase gifts for families with new babies, teachers, or others, and planning and coordinating activities outside the classroom, such as parents' night out and play dates. In Class Representative's absence, facilitates class meeting. Responsible for class placemat (MPCP will reimburse expenses for placemats).

ASSISTANT RISK MANAGER (1 person) — This role reports to the Risk Management Chair and works with them to ensure MPCP is compliant with NSC rules and regulations, and helps coordinate the school's Covid response. This position also works with the School Director, Risk Management Chair and President to set and manage the MPCP's cleaning protocols to ensure MPCP is meeting all requirements set by NSC regarding cleaning and

sanitation. This includes toy cleaning, end of class cleaning procedures, managing the professional cleaning service, and carpet cleaning. Works with Class Representatives to communicate cleaning requirements for in-class jobs. Works with Risk Manager to collect and document immunization forms.

ASSISTANT REGISTRAR (1 person) — The Assistant Registrar reports to the Registrar and works with the Registrar to support the registration system and all registration-related tasks throughout the year. Primary job responsibilities are to assist with recruiting new and returning families by reviewing/responding to incoming email messages, maintaining and updating the alumni email distribution list and monitoring/designing registration-related website content. They are also responsible for organizing and running the school's open houses under the guidance of the Registrar and VP of Marketing. They assist with other tasks as determined by the Registrar. This person should be comfortable with spreadsheets, communication, data management, have a willingness to train in our registration system, Jovial, and any other tools managed by the Registrar.

ASSISTANT TREASURER (1 person) — This position reports to the Treasurer and works with the Treasurer to learn all treasurer-related tasks throughout the year. Responsible for tuition deposits. Knowledge of QuickBooks and Microsoft Excel will be helpful for this position. Monitors and maintains payment compliance using Jovial (MPCP's dedicated registration software). Attends board meetings in Treasurer's absence. Assists the Treasurer with other tasks as needed.

CLASS REPRESENTATIVES (1 person per class; 6 total) — Class Reps serve as liaison between the BOD, the class and educators. They report to the President. Reps attend training before the start of the school year, monthly class meetings, and all-school meetings. They host the first monthly class meeting and ensure class is current with all required forms and paperwork prior to the first day of class by processing the Admission Packet for their class members in Jovial and ensuring the Teacher is aware of any pertinent student/caregiver information. They will also process this form for any new class members joining later in the year. The Class Reps create agendas and facilitate monthly class meetings. They work with the Assistant Class Reps to assign in-class job and snack schedules. The Class Rep manages class standing and brings any issues to the attention of the President. Facilitates (with Assistant Class Reps) in-class fundraising and collections on behalf of Treasurer and Fundraising Committee. Class Reps are welcome to also serve as directors, but not required.

COMMUNITY LIAISON (1 person) — This position reports to the Community Outreach Chair. The focus of this role is to build relationships with community partners to create long-term relationships with the goal of providing public benefit to other populations.

COMMUNITY OUTREACH COMMITTEE (2 people) — This position reports to the Public Benefit Coordinator. Responsible for organizing, facilitating, and spreading awareness of community events, including the Speaker Event(s), and donation collection drives, etc. Committee members will divide responsibilities for events. The School Director

should be contacted to see if there is a developmentally appropriate and meaningful way that some or all of the students could be involved in the selected outreach efforts.

DEIA COMMITTEE (3 people) —The DEIA Committee reports to the President for the school year 2022-2023, and will work closely with the Community Outreach Chair and School Director, as well as PAC Reps. The committee will be made up of 3 members. The committee will review current diversity, equity, inclusion, and accessibility (DEIA) policies and best practices, and draft a DEIA plan to be presented to the board. The committee will update the President monthly, and propose direction and actions. The Committee will research and survey how best to implement anti-bias training, education, and policies throughout the MPCP program and organization. The plan should include (but is not limited to): defining MPCP’s DEIA objectives; plans to increase MPCP’s accessibility; community outreach and scholarship program goals; and budget recommendations for implementation. This plan will evolve over the year 2022–23, and will be made available to families. The committee will also draft the job description for the committee for the following year.

EVENTS COMMITTEE (4 people) — This position reports to the School Events Coordinator. Plans and executes all-school events. These events include, but are not limited to: fall welcome picnic, Halloween photo booth for trick-or-treating in Madison Park, December holiday party, end-of-school-year picnic (historically, the Sunday afternoon following the last day of school). Committee members are expected to take the lead on, or take a role in, organizing entertainment and kids’ activities; purchasing food, beverages, and other supplies (expenses reimbursable); the set-up, running of, and clean-up of these events; and to attend all committee meetings. Members of this committee may also be recruited to assist with the annual fundraising event as needed. Updates handover notes for the next year’s committee. Must be available to attend the events.

FUNDRAISING CHAIR (1 person) — This position reports to the Treasurer and works closely with the School Events Coordinator. This person chairs the annual large event and presents a proposal to the Treasurer, School Events Coordinator and President including date and location options, financial goals (in concert with the Treasurer), theme of event, time plan, number of volunteers, types of donations needed, etc. This position oversees the Fundraising Committee and directs all aspects of the events, including setup, public relations, corporate contributions and recordkeeping. Liaises with Class reps and Assistant Class Reps to manage in-class fundraising and collections. Updates Board on progress and needs before and after the event. Documents event for future event planning.

FUNDRAISING COMMITTEE (4 people) — The committee reports to the Fundraising Chair, and helps plan and facilitate the main fundraising event of the year, and other fundraising activities throughout the school year. They are responsible for obtaining fundraising participation from families, and helping families know what is required of them and how

best to take part. They may lead local fundraising events, i.e., Madison Park Small Business Saturday shopping event, etc., as coordinated with the Fundraising Chair.

HANDY PERSON (1 person) — Reports to the School Director. Involves doing simple, fix-it type projects around the school as needed. This position is responsible for setting up the loft in the fall and disassembling the loft in the spring. They are also responsible for the playhouse refresh; they repaint, repair and refresh the playhouse during the school year at a time mutually agreeable to the School Director and position holder.

HUMAN RESOURCE ADVOCATE (1 person) — This position reports to the President. This is a pivotal point of communication for MPCP. Works closely with Class Representatives, Registrar and Treasurer to facilitate the communication and compliance of school expectations and requirements. Also works with all members, teachers and Parent Educators of the school at large to provide a neutral place to express concerns or needs for the school. Supports Class Representatives with parent grievances and serves on the Grievance Committee.

LAUNDRY COMMITTEE (2-4 people) — Reports to the School Director. Launder towels, smocks, and other items as necessary. Typical schedule is washing one time per week for half of the school year; job is split so families wash either the first or second half of the year.

MERCHANDISE COORDINATOR (1 person) — This position reports to the VP of Marketing. Designs and produces classroom-theme apparel, e.g., t-shirts, sweatshirts etc., to be ready for families to order by October 1st. Produces a supply of MPCP branded merchandise, such as bubbles and stickers, for distribution during the school year and at the End-of-School-Year Picnic. Works with the VP of Marketing to design and produce MPCP signs and pamphlets for distribution throughout the school year. Graphic design background desirable.

MOVE-IN & MOVE-OUT COMMITTEE CHAIR (1 person) — This position reports to the School Director. Works with School Director and President, as needed, to plan, organize and conduct the move-in before the school year begins (for the 2022-2023 school year, move-in will be Thursday, September 1, 2022), and the Saturday after the school year ends (for the 2022-2023 school year, move-out will be Saturday, June 10, 2023) , and to move out classroom materials and furniture for the summer. Chair must be available on each of these days.

MOVE-IN & MOVE-OUT COMMITTEE (3-5 people) — This position reports to the Move-In & Move-Out Committee Chair. Conducts the move-in before the school year begins (for the 2022-2023 school year, move-in will be Thursday, September 1, 2022), and works on the Saturday after the school year ends to move out classroom materials and furniture for the summer (for the 2022-2023 school year, move-out will be Saturday, June 10, 2023). Time commitment is one 4-6-hour shift before the school year begins and one 3-4 hour shift after the last day of school. Committee members must be available on each of these days.

PACKING & UNPACKING TEAM (2-3 people) — This position reports to the School Director.

Works with the School Director to assist with unpacking school materials and supplies in the days following the move-in to the school each fall, and assists to pack the items on the day prior to the move-out in the summer. Time commitment is one 4-6-hour shift on ONE of the packing/unpacking days. For the 2022-2023 school year, unpacking will take place on Friday, September 2, 2022; Tuesday, September 6, 2022; and Wednesday, September 7, 2022. Packing will occur on Friday, June 9, 2023. Team members must be available on each of these days.

PAC REPRESENTATIVE (1-3) people — The PAC Reps report to the Lead PAC Rep, and are MPCP's representatives to NSC's Parent Advisory Council (PAC), serving as a liaison, encouraging collaboration between member co-ops, and facilitating the exchange of ideas and best practices under the guidance of NSC. All PAC Reps either serve on the PAC Board, with an Executive Committee-type role, or on a subcommittee (scholarship, registration, communications, education, etc). Attends NSC's Leadership Conference held in the fall of each year, which will be the first PAC meeting of the 2022-2023 school year.

PUBLIC BENEFIT COORDINATOR (1 person) — This position reports to the Community Outreach Chair, and works closely with Class Reps and oversees the Community Outreach Committee. The position works with the Community Outreach Chair to produce the Public Benefit Plan due by November and the Public Benefit Report due by March. This position strives to facilitate our preschool's commitment to public benefit, and helps the Community Outreach Chair lead and organize outreach events aligned with our public benefit goals, including Speaker Event(s) and donation collection drives. The Public Benefit Coordinator facilitates public benefit events, for example extending invitations to the wider community to attend guest speaker events, sourcing locations for guest speakers, and liaising with the VP of Marketing and Community Outreach Committee to create, communicate, and distribute materials to advertise public benefit events.

RESOURCES MANAGER (1 person) — This position reports to the School Director and the President. This role will post advertisements (on websites such as NextDoor) for items the School Director wants sold, and facilitate the pickup and payment for any sold items; money raised will go to the scholarship fund. This role facilitates the purchase of Board-approved items identified by the School Director for the classroom. They also manage miscellaneous resource concerns, for example the return of items that do not meet the school's needs.

MARKETING ASSISTANT (1 person) — This position reports to the VP of Marketing and assists them in a variety of tasks. They maintain all social media channels for MPCP and are responsible for posting regularly to these channels. The primary social channel owned by MPCP is Facebook; however, posting to NextDoor, Madrona Moms and other relevant "social" networks is needed. This position must ensure that all social media channels are compliant with MPCP privacy policies, be aware of internet safety guidelines, protect personally identifiable information and ensure that photography of children is approved

before usage. Social media should be used to foster community, share the benefits of MPCP, and attract new families interested in enrollment.

SPRING PRESCHOOL FAIRS' TEAM (2 people) — This position reports to the VP of Marketing. They are responsible for coordinating MPCP presence at spring preschool fairs (generally two or three). They liaise with the PAC Representative and President to agree which fairs to attend and plan how to take part. This role is responsible for ensuring MPCP is represented at the fair(s).

SUBSTITUTE TEACHER (1 person) — This position reports to the VP of Teacher Support. The Substitute Teacher meets with the School Director at the beginning of the school year to become familiar with the schedule and materials. If and when the School Director is taking a sick day, the VP of Teacher Support calls the Substitute Teacher and the Class Representatives to let them know that class will still be held. The Substitute lets the class in the building, sets up the classroom for the day, leads circle time, tidies up and locks the building after the class has left. If the Substitute cannot fulfill these duties, then class is canceled for the day. Requires current Red Cross CPR/First Aid Certification. Ideally this person has experience leading preschool classes.

WEBMASTER (1 person) — This position reports to the VP of Marketing. This person maintains and enhances the MPCP website. Ideally, the Webmaster has some technical proficiency (understands WordPress, Google Drive, and general understanding of website domain maintenance, including email usernames). The webmaster needs to create and maintain an open line of communication with the VP of Marketing and BOD regarding relevant website postings. Relevant postings may include: class openings, school-hosted events and community outreach projects (speaker series, for example), as well as password-protected site for MPCP families, enrollment and open house information, class schedules, and MPCP documents such as the Parent Handbook, volunteer job descriptions and assignments. Awareness of internet safety (such as secure sharing and management of passwords) and protection of personally identifiable information is important.