

Hilltop Preschool

Job Descriptions: Summary

Animal Caretaker

Responsible for overall care and well-being of all of Hilltops animals. Purchase all food and supplies, feed, clean and see to any medical care that may be need. Arrange for care of animals over long weekends and vacations.

Council Representative

Represent Hilltop at OCCPPNS monthly meeting (2nd Monday of each month from 7-9pm). Must assume a position on the council. Report back to Hilltop Board and General Membership regarding special events and council benefits.

Snack Buyer

Purchase snack items from a list provided by teachers. Inventory existing snack supply so you will know when and what amounts need to be purchased. Make a list of frequently purchased items and the best places/prices.

Scheduler

Prepare monthly schedule of working parents, distribute to parents via email and mailbox, and post at school.

Treasurer's Assistant

Deposit all tuition and fund raising monies. Audit Treasurer financial reports.

Administrative: Fieldtrip Coordinator

Research, arrange, organize and lead co-op fieldtrips. Maintain file on fieldtrip forms (permission slips, car seat form and drivers certificate of safety & insurance form).

Administrative: Librarian

Place book club orders for membership and deliver orders via parent files. Maintain school library.

Administrative: Grant Research

Use various media to find grants for which Hilltop might qualify; communicate about those to Director. May involve filling out applications or other follow up.

Administrative: Photocopier

Copy all paperwork for Hilltop, such as newsletter (monthly), flyers, forms and other miscellaneous items as needed. Preferably someone who has access to free copies.

Classroom Project Assistant: Co-op

Consult and assist Co-op teachers on up-coming classroom projects. Help gather necessary materials for projects. May also help with purchase of curriculum supplies.

Classroom Project Assistant: Pre-k

Consult and assist Pre-k teachers on up-coming classroom projects. Help gather necessary materials for projects. May also help with purchase of curriculum supplies.

Exterior Maintenance: Shed and Yard Cleaning

Responsible for the cleanliness and organization of the outside storage sheds and also responsible for the overall cleanliness of the yard.

Exterior Maintenance: Gardner

Responsible for the routine up keep the garden and all flower beds at Hilltop. May include some gardening projects. Coordinate with Director and Teachers on projects and how children will be involved.

Exterior Maintenance: Gardener Asst. 1-5

Responsible for the routine up keep the garden and all flower beds at Hilltop. May include some gardening projects. Coordinate with Gardener and with Director and Teachers on projects and how children will be involved.

Exterior Maintenance: Handyman

Responsible for simple repairs and building projects around Hilltop.

Historical: Yearbook Coordinator

Responsible for the creation of the Hilltop yearbook, including assembling, copying, collecting payment and disbursing yearbook. Use a volunteer staff for the scrap booking portion. (Yearbook to be handed out in June.)

Historical: Photographer

Responsible for taking photos throughout the year of daily activities as well as special occasions such as fieldtrips, festivals, etc.

Co-Op Housekeeping: Art & Paper Cabinets / Finished Art / Craft Cubby/ Science & Nature Table

Maintain the organization and cleanliness of the art and paper cabinets, disbursing finished art and the weekly cleaning/refill of paint cups. Maintain the organization and cleanliness of the craft cubby (holds the play-dough, modeling clay, etc...), Science & Nature Table and the Reading area.

Co-Op Housekeeping: Blocks / Small Toys / Manipulatives / Writing Center / Dramatic Play Area

Maintain the organization and cleanliness of the blocks, manipulative cubbies, writing center cubbies and the dramatic play area.

Housekeeping: General

Maintain the organization and cleanliness of the following areas: the kitchen, front entrance and middle room. Also responsible for the following weekly duties: laundry, vacuum cleaner bag change and restocking of the cleaning totes and bottles.

Housekeeping: Supply Purchaser

Keep inventory of housekeeping supplies and shops as needed. Purchase supplies needed for housekeeping, ie...paper products, cleaning supplies.

Housekeeping: Laundry

Take home all laundry to be washed weekly.

Pre-K Housekeeping: Block Area & Science Area

Maintain the organization and cleanliness of the block area, science area.

Pre-K Housekeeping: Cupboards & Miscellaneous

Maintain the organization and cleanliness of the art and paper cabinets.

Ways and Means: Committee Assistant 1, 2, or 3

Work with the Ways and Means committee for the 3 major fundraising events: Fall Auction, Yard Sale and Spring Festival. Some job duties may include but are not limited to home projects, errands and 8 hour shifts at the events.

Ways and Means: Scrip / Product Sales

Take Scrip orders and make monthly purchases from the National Scrip Center. Responsible for doing three product sales to General Membership as fundraisers throughout the year.

Ways and Means: Mailings/Database Lists

Maintain the databases and doing the mailings for the fall auction donation letters and for the alumni mailings.