



## Lower Elementary School PIP Job Descriptions for 2008-2009

- \_\_\_\_\_ **After School Care Substitute:** from 3-6 pm as needed (20 hours). *\*Community\**
- \_\_\_\_\_ **Art Assistant:** Help out the Art teacher during art class (school hours). An additional cash contribution may be needed if 20 hours of work are not furnished.
- \_\_\_\_\_ **Back to School Picnic:** Works with the classroom teacher to choose a time and place for the summer get-together. Makes shelter or other reservations if needed and turns in details to office in Mid-May.
- \_\_\_\_\_ **Book Fair Helper:** Helps work the annual 3-day Book/Materials Fair in the fall. May require additional cash contribution if 20 hours of service are not furnished.  
*\*Community\**
- \_\_\_\_\_ **Campus Worker:** Helps us keep the grounds looking nice at your convenience! Bring your own tools and weed flower beds, pick up branches, limbs & trash. Keep track of your hours and what you have done, and turn in a work sheet each time you work. (20 hours or \$200 towards Landscaping)  
*\*Community\**
- \_\_\_\_\_ **Cash:** A \$200 cash donation for use by your child's teachers for classroom materials. You can pay all at once in August or \$50/month from September through December.
- \_\_\_\_\_ **Childcare during fall & spring Parent Conferences:** This is one full day in the fall and one full day in the spring supervising children in the multi-purpose room (7:30-5:30 pm x 2 days=20 hours) while their parents are at their conferences. You will be excused for your child's conference. (Need 2 people per LE) *\*Community\**
- \_\_\_\_\_ **Classroom Cleaning Crew:** Two to three volunteers are needed to come in after hours or on Saturday to wash walls, shelves, windows, doors, etc. with the classroom teacher. This is very important as these rooms get heavy use during the year.
- \_\_\_\_\_ **Classroom Helper:** Assist teacher with small jobs which change throughout the year. Best if you have ability to volunteer time during school hours. Ex: arts and crafts, fall food drive helper, make copies, laminate at Kinko's etc. An additional cash donation may be needed if 20 hours of work are not furnished.
- \_\_\_\_\_ **Cleaning Supplies:** Purchases 5 dozen new cleaning cloths and launder cloths weekly. Or purchase 8 Mr. Clean Magic Erasers and 1 box of Swiffer Duster refills. (1 person)
- \_\_\_\_\_ **Create Class DVD and Slideshow:** Create a class DVD/Slideshow to view at the recognition ceremony at the end of the year. Pictures are to be taken throughout the year and also submitted for the yearbook.
- \_\_\_\_\_ **Drama Production Helper:** Helps with drama productions and rehearsals throughout the year. (20 hours)
- \_\_\_\_\_ **Golf Umbrellas:** Each building needs large golf umbrellas for dismissals on rainy days. (Need 20 umbrellas or to total \$200)  
*\*Community\**

\_\_\_\_\_ **Grandparents Day Coordinator:** Responsible for obtaining addresses and mailing invitations to special friends or grandparents. Any other special things needed for that day. \*Community\*

\_\_\_\_\_ **Pet Provider & Caretaker:** Requires buying a pet (please check with teacher for her preference), supplies for the classroom and taking the pet home during holidays (December and March). Fish aquarium will be cleaned once in the Fall and once in the Spring. (Need one person to equal 20 hours or \$200)

\_\_\_\_\_ **Picnic Helper: (Fall & Spring):** Assist picnic organizer (ahead of event) & work day of picnics. Work Fall & Spring picnics from 4:30 - 8:30 pm (4 hours twice a year, set up and clean up). May also require purchasing picnic supplies (i.e. paper plates, cups, etc.) Minimum 8 hours needed to contribute; may need additional cash donation to meet full commitment. \*Community\*

\_\_\_\_\_ **Portrait Week Helper:** (5 mornings = 20 hours) Helps organize the classes for their photo sessions from 8-12 noon M-F in September. This may require an additional cash donation unless you can work 4 hours a day all 5 days. Make-up photo days (usually the first of the year) will also be an opportunity to gain hours. (Needed: total of 4 people) \*Community\*

\_\_\_\_\_ **Presentations:** Arrange 4 presentations: careers, foreign languages, or cultures, etc. plus \$100 cash. Either present materials yourself, or arrange guest speakers. Work with teacher on topics.

\_\_\_\_\_ **Reading Listener/Flashcards:** Comes into the classroom once or twice a week during school hours (teacher sets times) and listens to the children read aloud or drill with flashcards. (Need 1-2 people) (minimum 20 hrs)

\_\_\_\_\_ **Room Librarian:** Organizes classroom library and sets up a system to allow students to check out books. Sorts and classifies books accordingly. Teachers will train the parent to oversee the library books. (Need one person - 20 hrs)

\_\_\_\_\_ **Special Events Refreshment Provider:** (i.e., the Food person!). Provide the food yourself and/or organize the classroom to bring enough food, drink, and paper products on special days. Examples: fall holiday feast, PIM's, Open Houses, room assemblies, year end recognition ceremony. Must coordinate with teacher well ahead of date (must check yearly school calendar often). The PIP Coordinator assists this volunteer with parent communications. (1 person) (20 hours or \$200)

\_\_\_\_\_ **Used Uniform Sale (Fall & Spring):** Help advertise, sort, set up, clean up. Uniform Sale Chairperson gets full commitment; assistance get time served (and may require cash if 20 hours not served).

\_\_\_\_\_ **Year end party or Trip:** This can be planned for the entire class or by grade level. Location can be at a private home or other destination. Not to be held during school hours. Please check the school calendar. May is a busy month.

\_\_\_\_\_ **Yearbook Ad Salesperson:** assist yearbook coordinator with filling ad space. \*Community\*

\_\_\_\_\_ **Your Special Skill/Talent:** Do you have artistic, musical, technical, scientific, mechanical, plumbing, carpentry or sewing skills that you would be willing to use to help MA? Please indicate your special skill on the PIP Commitment Sign Up Sheet.