



## Primary School PIP Job Descriptions 2008-9

**After School Care Substitute:** from 3-6 pm as needed (20 hours). Please notify office.

*\*Community\**

**After Care Teacher:** from 3-4:00 one day/week during Primary teachers' meeting. TBA.

**Arts & Crafts Supplies:** Provide, shop for or give donations towards supplies that the teachers need totaling \$200. (Need 2 people)

**Book Fair Helper:** Help work the annual 2-day Book Fair in the fall. Will require additional cash contribution if 20 hours of service are not furnished.

*\*Community\**

**Campus Work:** Help us keep the grounds looking nice at your convenience! Bring your own tools and weed flower beds, pick up branches, limbs and trash. Keep track of your hours and what you have done, and turn in a work sheet each time you work. (20 hours)

*\*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 August through November

**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 (7:30-4:30 pm x 2 days= hours) while their parents are at their conferences. You will be excused for your child's conference. (Need 2 people)

*\*Community\**

**Classroom Helper/Sub:** 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, and laminate cutter, etc. An additional cash donation may be needed if 20 hours of work are not furnished. (20 hours)

*\*Community\**

**Classroom Supplies:** At teacher's request, provide Montessori materials (math, science, geography, language or practical life - up to \$200).

**Food Supplier for Practical Life exercises:** Supply food as needed to total \$200.

**Gardening Supplies:** Provide flowers, plants and soil for front and back flower pots in the fall and the spring. (\$200) 1 person

**Golf Umbrellas:** Each building needs many large golf umbrellas for dismissals on rainy days. (Need 20 umbrellas or to total \$200)

**Pet Provider & Caretaker:** Requires buying a pet to give to the classroom. (Check with teachers for their preference), purchasing supplies for the pet, taking the pet home during holidays (November, December and March) and cleaning the cage 1/week. Hamsters and fish make great pets! (1 person: 20 hours or \$200)

**Picnic Helper (Fall & Spring):** Assist picnic organizer (ahead of event) and work both picnics from 4:30 - 8:30 p.m. (4 hours twice a year, set up and clean up = 8 hours). For a full commitment, purchasing item for the picnics is also required, i.e. paper plates, cups, etc.) Total commitment = 8 hours work + \$120  
Community\*

**Playground Balls and/or equipment:** Purchase playground balls or other equipment. (\$200 cash) Community\*

**Portrait Week Helper:** 5 mornings (3 + 2 make-up days) = 20 hours. Helps organize the classes for their photo sessions from 8-12 noon M-W in September, the makeup days are in November and February. 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: 4 people) \*Community\*

**Presentations:** Arrange 3 presentations: careers, foreign languages, or cultures, etc. plus \$100 cash. Either you present the material or arrange guest speakers. Work with teacher on topics.

**Reading Listener:** Comes once or twice a week during school hours (teacher sets times), and listens to the children read aloud. (2 people: year long commitment)

**Rest mats:** Clean rest mats after school two times per month. (1 person needed: year long commitment)

**Room librarian:** Organize classroom library and sets up a system to allow students to check out books. Requiring about two hours each week once the system is in place. Teachers will train the parent to oversee the library books. (Need 1 person) year long commitment

**Special Events Snack Coordinator:** Coordinates all parties and special events for the classrooms and end of year recognition ceremony for the kindergarteners. Provide supplies and food for special occasions. Arranges for snacks to be brought each week, reminds parents the week before their turn, and advises what snacks are desired. Arranges snack week on the child's birthday week if possible. (1 person)

**Stencil tracing, paper or laminate cutting, material making and other work** that the teachers need help with all year. (1 person - 20 hours)

**Other:** Do you have technical, mechanical, plumbing, or carpentry skills that you would be willing to use to help our school?

To be put on the list of volunteers, please email the office at [MCenter@montessoriacad.org](mailto:MCenter@montessoriacad.org) and note your skills.

If your skills are not called upon, cash may be required to complete this commitment.  
(20 hours or \$200)

**Community\***