

PARENT CONTRACT DESCRIPTIONS

ART AIDE (1 volunteer/grade in Kindergarten – 5th grade)

- Prepare and present 1 art or craft activity lasting about 30 minutes 1-2 times per month.
- Materials are available in the art closet.

BOARD OF EDUCATION

- School board consists of 9 volunteers who serve a three year term.
- Three board members are selected each May to begin their three year term the following August.
- If you are interested in serving on the St. Mary Board of Education, submit your name at the school office or the church office by the end of April for the following year.
- The School Board meets 10 times for regular monthly meetings plus committee meetings as needed.
- To be able to count this as your contract, you must already be serving on the board.

BOX TOP ORGANIZER (1-2 people)

- Plan, organize and conduct 1-2 box top collections for the students during the year. (perhaps one in the fall and another in the spring)
- Plan the collection with some type of reward for the collection. The top students in each class could receive some type of reward or the top class. The prize doesn't have to be big...names up on the wall, certificate, etc.
- Collect the box tops and turn them into the office so that they may be prepared for counting.

BOX TOP/LABEL COUNTER & CUTTER (8 to 10 parents)

- Cut, count, and prepare box tops or Campbell labels for mailing.
- Labels will be sent home from the office with directions. These box tops or labels need to be cut, counted, packaged according to directions and returned to the office by the date on the direction sheet.

BROCHURES (1-3 person)

- Work with person from the School Board to update the Annual Fund Brochure and have brochure ready to be sent to the printer by the end of December.
- Work with the preschool teachers to design a preschool brochure which can be published by the end of February.
- Work with the principal to design a new school brochure which can be published in the spring for distribution.

BULK MAIL PREPARATION (1 person)

- Prepare newsletter for mailing
 - Seal the folded edge of the newsletter shut.
 - Place the address label on each newsletter.
 - Deliver to the Parish Office for postage.
- Prepare Annual Fund Letters for mailing.
 - Seal the folded edge of the newsletter shut.
 - Place the address label on each newsletter.
 - Deliver to the Parish Office for postage.
- **Please note:** This job will need to be completed at school. There are about 3-4 mailings during the school year.

BUS DUTY (1-5 people)

- Parent to supervise bus children who ride the Unit II buses or Day Care bus.
- Parent would need to be at school about 5 minutes before dismissal time and wait for the bus children to come to their designated place to wait for the bus.
- The buses usually pick up within 5-10 minutes of dismissal.

COMPUTER MAINTENANCE/UPDATES (1 person)

- Parent to clean hard drive and put updates on the computers so that the computers operate as efficiently as possible.
- Updates/cleaning should be done as needed.

COACH

- Coach the boys, girls, or co-ed team.
- Contact interested 4th and 5th grade students in late October to determine team size.
- Begin practice once physicals are complete (usually in November).
- Schedule games for January and February.
- Assign parents to work concession stand and charge admission for home games.
- Organize pictures for players.
- Organize end of the season Awards Banquet (usually in March).

LIBRARIAN (1-2 people)

- Organize and reshelv books at the beginning of the school year (prior to the library being used by class.)
- Update Card Catalog during the school year.
- Accession new books into the library.
- Work with the teachers and the principal to recommend areas where new purchases should be made.
- Reshelv books throughout the year (every 1-2 weeks) after the classes have visited the library.

LUNCHROOM/PLAYGROUND ASSISTANT (6-8 people)

- Four parents to supervise the cafeteria from the beginning of the lunch period. (2 parents for preschool and 2 parents for K-5)
- Four parents to supervise the playground from the beginning of recess until the end of lunch period. (2 parents for preschool and 2 parents for K-5)
- These volunteers would be asked to replace the teachers on duty for a particular day.
- This would occur approximately 6 times throughout the year.

MARKET DAY VOLUNTEERS (2-4 persons)

- Volunteer at each Market Day Pick-up.
- Market Day is one night each month.
- Volunteers need to help 1-2 hours each Market Day.
- Help open Market Day boxes, get orders together, and double check orders.
- Break down boxes and put boxes in the dumpster.
- Help distribute Market Day food.

MEDICAL RECORDS REVIEW (1 person)

- Parent with medical background to check medical files for accuracy.
- This review needs to be done near the end of October/beginning of November.

MORNING DUTY (1-5 people)

- Parent to supervise children in the gym beginning at 8:00 and ending at 8:15 a.m.
- Children sit around the gym with their particular class.
- Children visit and keep hands to themselves.
- At 8:15, classes are called to line up and are dismissed to their classroom.
- This could be done on a particular day each week or a week at a time on a rotating basis.

NEWSLETTER COORDINATOR (1 person)

- Work with the Newsletter printer and the office to determine the number of times a newsletter will be written during the school year.
- Contact the school teachers, principal, school organizations, and Father Dennis to ask for articles and/or pictures for the Newsletter.
- E-mail a rough draft of the newsletter to the church secretary so that she can determine if the format will meet the current postal standards for the church.
- After the church secretary has viewed the draft, send the newsletter to the Newsletter Printer.

NEWSLETTER PRINTER (1 person)

- Check with the office to determine the number of Newsletters that need to be printed.
- Print and fold the Newsletters.

- Return the Newsletters to the office to be prepared for mailing.

PARENT GUILD OFFICERS (5 persons)

- Parent Guild Officers (Co-Presidents, Secretary, Treasurer, and Teacher Liaison) are selected each spring and serve the following year.
- Interested parents are encouraged to submit their names to the current Parent Guild Officers in late February-early March to serve the following year.

PARENT GUILD CHAIRPERSONS (15-20 people)

- Signing up to chair (co-chair) a Parent Guild Event will count as your Parent Contract.
- See List of Parent Guild Events and Chairpersons needed.

PARISH SCHOOL OF RELIGION TEACHER (5 people)

- Teach Religious Education on Wednesday evenings from 6:30 to 7:30.
- Classes begin in September and end in May.
- You could co-teach (or alternate times) with another parent if interested.

ROOM PARENTS (2 parents per grade in Kindergarten – 5th grade)

- Room Parents are responsible for planning and conducting 2 parties: Fall party (around Halloween) and Christmas.
- Room Parents work with the classroom teacher and with each other to determine the type and length of each party.
- Room Parents will use the “Party Money” collected at the beginning of the year to help defray the cost of party supplies.

RUNNER (1-2 people)

- The runner assists the secretary on Picture Day and Vision/Hearing Day.
- This person will work with the secretary during each of these days until pictures or vision/hearing is complete.

SCHOOL SIGN (1 person)

- One person to check with the office each month and change the outside sign so that the sign is updated regularly.

SCOUT LEADERS (As needed)

- St. Mary School students currently participate in Daily Scouts, Brownies, and Junior Scouts. These meetings take place after school at St. Mary.
- Our boys participate in scouts in a local Den here in Mattoon but meetings are held at another site.
- Individuals interested in becoming a scout leader need volunteer through the Boy Scout or Girl Scout organization.

SPORTS PHYSICAL (1 parent)

- Physician to give sports physical to students in 4th and 5th grades prior to basketball season.

SPORTS PHYSICAL ASSISTANT (Nurse)

- Nurse to assist physician in sports physicals for 4th and 5th grade students.

STUDENT DIRECTORY/SCHOOL CALENDAR (1-2 people)

- Obtain a list of the student names, classrooms, and family information so that the information may be used to update the Student Directory.
- Obtain the Calendar information that is available by the first day of school from the office and from Parent Guild.
- Create a School Calendar to attach to the Student Directory for publication.
- Use the school copier to copy and collate the Directory/Calendar for distribution.

TEACHER AIDE (1 per classroom)

- Assist teacher by duplicating materials for classroom. (This would need to be done on Monday, Wednesday, or Friday during the school day.)
- Use the Ellison Machine to cut letters/shapes for bulletin boards.
- Cut out laminated bulletin board materials and/or laminated student artwork.

VACATION BIBLE SCHOOL DIRECTOR (1 person)

- One person to plan Vacation Bible School.
- Work with the pastor to choose a date for the program.
- Choose the program that will be used for VBS
- Secure volunteers and materials for the program.
- Schedule meetings as necessary to plan the program.
- Supervise the program throughout the week.

VACATION BIBLE SCHOOL CHAIRMEN (as needed by Director)

- Work with the VBS Director to plan VBS, choose a program, secure volunteers to teach and assist in each of the program areas.
- Help schedule meetings, plan, design, and create materials to be used in program.
- Supervise a particular area of VBS.

WEBSITE

- Web Master to update the school's website.