

Sunnymont Job Binder

Pets Coordinator

Pets Coordinator

Job Description
Revised 7/2005

Term of Office: June to May
Weekend Maintenance: Yes
Reports To: Facilities Coordinator
Materials: Binder

Function:

The Pets Coordinator maintains the various pets during the course of the year (including summer). He/she ensures that the pets are in good health and are on a proper diet. He/she ensures that veterinary care is up to date (as in nail trimming and checkups) and that living conditions are the best possible.

Responsibilities:

1. Take Squeaky to the vet once per year for a check-up. Check-up should take place at the beginning of the year. At first vet visit, change Squeaky's contact number to a valid Sunnymont number (i.e., the pet coordinator's name and number) with a back-up being Sunnymont's main phone number (in case they don't reach primary contact).

Dr. Timothy Govers
West Valley Pet Clinic
1360 DeAnza Blvd. (1/4 mile N. of Prospect Rd.)
San Jose
408-996-1155

West Valley takes care of all school district pets for free, but school must pay for any medications prescribed

2. Take Squeaky to the vet at other times if care is necessary.
3. Watch Squeaky's diet. Although all fruits and vegetables are good for her, sweeter snacks such as apples and carrots should be limited to one finger-sized piece per day. Primary diet should be hay and pellets based on alfalfa.
4. As holidays approach, post holiday stay signups on the wall by Squeaky's cage. Also put notices in Sunnymont mailboxes that animal care is needed over the holidays, and describe the sign-up procedure. Over the holidays, parents can be expected to pass a pet from one home to another as required. Pet coordinator should check in if visits are longer than one or two weeks.

5. Be sure that Squeaky has a place to go for breaks, and that she will be picked up after the last class meets, and brought back before the class meets, unless the teachers have OK'd other arrangements. Meet face to face with the host family to go over rules for care and safety, emphasizing that children may not hold Squeaky without direct adult supervision, or carry Squeaky around. Verify that she has indeed been picked up for a break.
6. Buy food, shavings, hay and treats, and bring in special treats (carrots, lettuce, apples) regularly. Special treats can be kept in the plastic bin in the refrigerator so children can feed Squeaky. Also bring in a supply of newspapers to line the cages. Make sure school always has an adequate amount of pet supplies. Supplies can be purchased at any large pet supply store like Petco or Petsmart. Verify that animal care information is posted on the wall near the cage. Also post a sign about proper handling of the animals. Children must be supervised by an adult and must wash hands (before and after) when handling the animals
7. Make sure area around the cages is clean and animals have adequate supply of water. Water bottles are mounted on the side of the cage AWAY from the children's reach, so that they don't get tempted to squeeze all the water out into the cage.
8. Teachers will set up their work cards to include cleaning Squeaky's cage. This is viewed as curriculum for the children, not just a cleaning chore. Again, make sure cleaning instructions are posted by the cages.
9. Maintain an assortment of pets for the use of the school. If needed, rent animals/pets from Alum Rock Park (all fees to be approved by the Board). Check with the director to determine whether any new permanent pets are desired. If yes, investigate alternatives (breed, age, cost, and life span) and present purchase request to the Board for approval.
10. In May, write any notes you have about the job, edit the job description, and turn in all materials to the Jobs Coordinator.

