

Sunnymont Job Binder

Sunnymont Sun
Newsletter
Editor

Sunnymont Sun Editor

Job Description
Revised 7/2005

Term of Office: September to June
Weekend Maintenance: Yes
Reports To: Secretary
Materials: Disks and archival binders

Function:

Produces the Sunnymont *Sun* Newsletter on a monthly basis.

Responsibilities:

1. This position is responsible for publishing the monthly Sunnymont *Sun* Newsletter (September-May).
2. Deadline is set by the editor, but is generally in the week following each board meeting. Each newsletter should announce the next month's deadline. Also, email a reminder note a week prior to deadlines to regular contributors.
3. Collect articles from Board members and other community members. The Board/Staff/Community members that will generally submit articles are: President, Director, SCVC Rep, Class Coordinators, and Social Events Coordinator. Send them reminders via Email or hard copy to their school mailboxes.
4. Type or write newsworthy information for the Newsletter.
5. Make about 90 copies of each Newsletter.
6. Distribute the newsletter as follows:
 - a. One to each Sunnymont family mailbox (check for double participating families).
 - b. One to each teacher.
 - c. One for the Sunnymont Sun master archives.
 - d. Extras to the wall basket by the mailboxes for prospective families to see.
7. Maintain newsletter archives.
8. If needed or requested, you may reprint old articles with author's permission.

Add Procedure

For families who enter Sunnymont during the school year.

The following are duties when a new family enters Sunnymont during the school year.

Registrar:

1. Sends registration materials to new family. Prepares the family that they will be contacted by Admissions/Refunds Assistant regarding fee collection.
2. Collects all registration paperwork and verifies it is complete, including immunization record and physician report.
3. Notifies by Email the following co-op jobs:
 - 1,2,3,4 day teachers.
 - 1,2,3,4 day class coordinators.
 - Sun Editor.
 - Emergency Preparedness Coordinator.
 - Alumni Coordinator.
 - Receipts Assistant.
 - eScrip Coordinator.
 - Work Party Coordinator.
 - Treasurer.
 - President.
 - Weekend Maintenance.
 - Co-Registrar, if applicable.
 - Jobs Coordinator.
 - Admission/Refunds.
 - Orientation Coordinator.
5. Gives a copy of the Registration Form to the teacher.
6. Adds new family to the roster and the priority list.
7. Gives a roster to the new family with their information added.
8. Labels a mailbox for the new family

Teacher:

Calls family and gives them information and handouts from previous class meetings, adds family to sign-in sheet, prepares for new child.

Class Coordinator:

1. Calls and welcomes new family to school.
2. Tells family about class procedures, giving teacher orientation handout.
3. Gives family class orientation materials.
4. Distributes handbook.
5. Facilitates car pool and workday arrangements, and sets emergency sub dates.
6. Collects child and family photos of new family.
7. Assigns a "buddy" to new family with the help of the Orientation Coordinator.
8. Keeps copies of all school-wide general information handouts to distribute to new families.
9. Reviews all participation requirements and tells family to expect calls from the Work Party Coordinator, the Weekend Maintenance Coordinator, and the Jobs Coordinator. Explains Scrip requirements and the mechanics of purchasing Scrip.
10. Gives new family information packet containing the following.
 - Calendar listing school events and pointing out quickly upcoming events.
 - Scrip information sheet: Scrip requirement and the mechanics of purchasing Scrip.
 - Director's letter.

- President's letter.
- *Sunnymont Sun* newsletter and all back issues that are available.
- All School Meeting site.
- Santa Clara Valley Council Information.

11. Follows up with call to family in one week, and again a week later.

Receipts Assistant:

Adds family to the membership spreadsheet Tuition Database in order to collect monthly tuition. Gives all families tuition coupons, in years we do coupons.

eScrip Coordinator:

Assists Family in registering for eScrip.

Jobs Coordinator:

Contacts family and helps them choose a co-op job.

President:

1. Follows up with Jobs Coordinator.
2. Reports at Board Meetings on Job Assignments, as necessary.

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Welcomes the new family in the newsletter and lists all roster information so that members can add the new family to the roster.

Work Party Coordinator:

Telephones family and schedules the family's work party date or special project.

Weekend Maintenance Coordinator:

Checks the Prorated School Requirement Chart for number of weekend maintenance jobs the new family is responsible and telephones the family to schedule the date(s).

Emergency Preparedness Coordinator:

Updates emergency information in the shed and the master list by the telephone. (E.P.C. will receive a copy of the Identification and Emergency Information form from the Registrar.)

Executive Director:

FYI only.

Orientation Coordinator:

Calls family to welcome them and to help answer questions. Confers with and helps class coordinator with "Add" duties.

