

Jobs List--Infants

1. PARENT ADVISORY COUNCIL – attends a once a month meeting on the 2nd Monday of each month at the college from 9:30 to 11:30
2. FUNDRAISERS – help manage fundraisers and distributes instruction to parents and keeps track of incoming funds (2 or 3)
3. SECRETARY – takes notes at group meetings and distributes to the “group” site
4. SNACK – Keeps track of the snack sign-up sheet and helps people change their snack date if needed
5. PHOTO – takes multiple pictures of the children and posts them so parents can see them (online) Makes a collage photo placemat before each quarter ends
6. HEALTH & SAFETY – keeps a list of allergies and medical info (forms) for each child, keeps track of drills (fire & safety)
7. TEACHER’S ASST – teaches the class if the teacher is away, makes playdoh, bubble soap, art project pieces when requested
8. TOY CLEANERS – Puts used toys in tubs with towels underneath and sprays with vinegar spray at the end of class
9. BOARD SUPPORT CHILDCARE- 2 or 3 watch children: while mat cleaners clean mats, children of the board during board meetings, provides child care for PAC rep