

2022-2023 Service Credit Participation Information and Job Descriptions



The Service Credit Program was designed to encourage families to participate in the CA school community. This program emphasizes to students that their parents actively participate in their education by providing their own skills and expertise to the school, while demonstrating the importance of volunteerism and leadership. In exchange for their service, families can receive up to a \$1,000 tuition credit contingent upon their completion of the jobs assigned by the Parent Association.

To receive the full \$1,000 tuition credit, each participating family is required to complete:

One (1) Summer Cleaning – Saturday August 13, 2022 at 9am OR Sunday August 14, 2022 at 1 pm

Six (6) Service Credits – Completed throughout the 2022-2023 School Year

AND either

One (1) Winter Cleaning - Sunday January 29, 2023 at 1 pm

OR

One (1) 3-hour Shift at Funfest - To be scheduled May 2023

Families unable to fulfill their assigned duties/dates will be required to make alternate arrangements to work. No call (email)/no show occurrences will not be tolerated. The first occurrence of no call (email)/no show will be documented by your Committee Chair. The second occurrence will result in a \$50 repayment placed on your Gradelink account. Any subsequent occurrence will result in paying back all or part of the tuition credit at the discretion of the Parents Association and School Board.

On the subsequent pages, please find a description of the available credits for the 2022-2023 school year. Please review the opportunities available and determine your preferences for tasks adding up to Six (6) Credits.

Note: For committees where there is a chair position available, the basic role is indicated within the description. Service credit amounts for the chair positions are indicated at the end of the document. You may sign up for just the committee OR committee chair position on the online request form.

Please indicate your preferences through the [online request form](#). Request form link can also be found at www.clintonvilleacademy.org

All returning and new families are being asked to complete the form for this year. All attempts are made to provide families with tasks matching their preferences, but tasks are assigned on a first-come first-served basis. *Your assigned tasks must total Six (6) Credits to be eligible for the program.*

Returning families must submit your requests online by **Monday June 13, 2022**. Any contracts received after that date may lose priority ranking. *New families* must submit forms by **Monday July 11, 2022**.

If you have questions regarding the program please contact Becky Wardlaw, Parent Association President, at becky.wardlaw@clintonvilleacademy.org or 614-403-8168

Service Credit Descriptions 2022-2023

6 Service Credit Jobs

Office Receptionists:

This position requires availability to work in the office one morning or afternoon every week for the entire school year. The person who fills this position needs to have good telephone skills and a willingness to work as part of a team. Duties include answering the phone, providing support to the office personnel, and handling minor student medical problems. The morning shift requires being in the office from 7:45 am-11:30 am. The afternoon shift runs from 11:30 am-3:15 pm.

Lunchroom Aides:

Aides need to be in the lunchroom from 11:00 am-12:30 pm on their assigned day for the entire school year.. Duties include setting up the cafeteria, distributing hot lunches, helping students as needed, and cleaning up.

Crossing Guards:

An adult is needed to help students safely cross Indianola Ave in the mornings and after school. Crossing Guards work morning OR afternoon shifts, either from the first day of school to MLK Jr Day OR from MLK Jr Day to the last day of school. The morning shift is 7:35 am-8:05 am. The afternoon shift is 2:55 pm-3:20 pm.

Saturday Cleaning:

Every weekend of the school year, classrooms require cleaning. This job primarily includes vacuuming, wiping desks and general cleaning and dusting. Families assigned to this position will work in a team and be required to work three to four hours every third Saturday morning. One family on each team will be asked to be the team lead. Feel free to indicate a desire to lead a team on the online sign up form.

Lunchroom Floor Cleaning:

The lunchroom floor needs to be cleaned on a daily basis. This is a good position for someone who is available to work in the evening. Floor cleaners come in after latchkey is finished at 6:00 pm and clean the floor at their own pace. Most people find it takes them less than 45 minutes to clean the floor well. Floor cleaners are assigned a specific night each week for cleaning. This position cleans one night/week for the entire school year.

Technical Committee Chair:

The committee Chair is responsible for managing committee member activities, orchestrating committee meetings, and reporting committee business to the Board and staff leadership. When there are few committee members, the Chair is responsible for reviewing established policies and procedures, vendor relationships, and any grants that may need to be renewed. When there are sufficient members to delegate the above responsibilities, the Chair's duties are primarily organizational.

This position is a full year commitment, typically consuming 2-3 hours weekly. Applicants must have IT experience, applicants with IT management will be preferred. Applicants must be comfortable dealing with vendors (IT services, networking) as a representative of the school and coordinating volunteers. Applicants will be required to conduct and document regular meetings of the committee. **Applicants will be required to sign an NDA.**

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Fundraising Committee:

This committee coordinates the details of the fundraising activities – typically one for fall, winter and spring. Committee members work under the **Fundraising Chair** and responsibilities may include planning fundraisers, working directly with fundraising companies, communicating details of the sales to CA families, arranging delivery of products, encouraging student participation, tallying orders, and overseeing product delivery. Committee members will also coordinate smaller fundraising opportunities with local restaurants and businesses. Promotions may include contests, baked goods, or any special event that helps to promote awareness of the various programs.

Maintenance Committee:

Throughout the school year there are various things that need repairing. If you are available on the weekends/evenings and are handy, this may be just the job for you. A list of needed repairs is kept in the office and members are assigned to duties with a rotating schedule from the **Maintenance Committee Chair**.

Library Aides:

Library aides are needed to assist grades PreK-4. People who select this assignment should enjoy working directly with students. This committee also needs to be available to help during the fall and spring book fairs. Aides work one of three shifts per week: Monday (1st & 2nd grade), Wednesday (3rd & 4th grade), or Friday (PreK & K). All shifts are 9:15 am-9:45 am.

Grant Research and Writing:

The members of this committee should have experience with writing and conducting research on grants. Responsibilities include researching sources of funding for CA and writing the necessary grants to acquire those grants. The **Grant Research and Writing Chair** will organize committee members, search for grant opportunities, and submit a brief monthly report to the Board.

Landscape Committee:

This committee is made up of parents who are dedicated to making the outside of our school look its very best. Much of the work done by this committee is seasonal and can be completed in the evenings and on weekends. Hours will be assigned throughout the year by the **Landscaping Chair**. This committee is responsible for mowing the lawn and will continue to work *through the summer of 2023*. This committee is also responsible for coming in quarterly and cleaning the school shed.

Technical Committee Account Support:

This position is responsible for updating staff, student, and volunteer accounts in the various systems used throughout CA. Duties include updating all Google GSuite accounts and Microsoft Active Directory at the beginning and end of the school year, as well as performing as-needed updates throughout the year.

Applicants will be expected to check in with staff weekly for any required changes during the week. Applicants with experience managing Microsoft Active Directory will be preferred, but no experience is necessary. Applicants must commit to updating accounts before the start of the school year, which will require coordination with office staff in early August. Similarly, cleanup must be performed at the end of the school year, before school closes for summer.

Applicants will be required to sign an NDA.

Technical Committee Technical Support:

This position is responsible for ensuring that school workstations are patched and secured, performs general troubleshooting, and assists staff with device setup (like printers, etc). This position requires basic troubleshooting ability for Mac OSX systems. Experience with Chromebooks is a plus.

Applicants will be expected to be on site for 2 hours each week during the school's working hours. These hours are flexible and can be negotiated with staff to determine a schedule for support. This position runs either from August 1st to MLK Jr Day OR from MLK Jr Day to June 30th. **Applicants will be required to sign an NDA.**

Marketing Committee:

It is essential that there are dedicated and energetic people on this committee so that CA receives the publicity that it deserves. Responsibilities include: attending monthly planning meetings to plan marketing activities that will grow enrollment and community awareness; organizing and staffing all Open Houses and CA presence at community events and sponsored commercial venues; as well as writing copy and creating artwork for marketing literature and the school website. The **Marketing Committee chair** will organize members and assign responsibilities as needed.

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Catering Committee:

Members of this committee will be required to provide food and beverages for various functions throughout the year including New Parent Orientation, Dessert Open House, Monthly Student of the Month celebrations, and the

Teacher's Holiday Luncheon. Set-up and clean-up will also be part of the responsibility for this committee. The **Catering committee chair** will organize members and assign responsibilities as needed.

Book Fair Committee:

Members of this committee are expected to assist *during and after* school hours to help set up, aid students with their book choices, assist with contests, sales, and pack up. Times are varied in 2-3 hour increments and the commitment is 10 hrs. per family for each book fair. The **Book Fair Committee chair** will be responsible for organizing the set up of the fair as well as assign committee members into time slots to work.

Theater Committee:

Members of this committee work closely with Mrs. Liggett to prepare the spring production. Responsibilities include costume design, make-up, assisting with rehearsals, and helping backstage. This committee also helps with the cast party. Most of the time commitment occurs after school hours, during the evening dress rehearsal, and on the night of the musical itself.

Funfest Committee:

While all families in the Service Credit Program are required to help with Funfest, there are a number of leadership roles that need to be filled. Committee members are needed to help organize food & beverages, games, arts & crafts, ticket sales and the sound system. Much of the work by a Chair/committee will take place in the weeks leading up to the event, but each person will also need to be present the day of Funfest. The **FunFest Committee Chair** is responsible for all organization of the event along with the committee members. The chair also manages the service credit family volunteer shifts.

Silent Auction Committee:

The auction takes place on the same day as Funfest. Committee members work together to solicit donations from current families, alumni and businesses. A great deal of preparation goes into organizing the items and making them look their best for the auction. The work of this committee begins in January and runs through May. The **Silent Auction Chair** organizes the committee members into roles and is the main point of contact during the event.

Graduation:

This committee is limited to 8th grade families and one 7th grade family. The job of the **Graduation Committee Chair** and this committee is to work in conjunction with the Director to plan a graduation that the students will remember fondly forever. This committee also coordinates small fundraisers with the 8th grade families throughout the year so they can contribute a gift to the school.

Grandparent's Day:

This committee works together to plan the activities for Grandparent's Day in Fall 2022. This group will coordinate with teachers, room parents, and CA staff to plan the event for students and their grandparents. In addition to the day-of event, the committee will provide communication to parents regarding the event details in a timely manner for families to plan accordingly. The **Grandparent's Day Chair** organizes the committee members into roles and is the main point of contact during the event.

Teacher Appreciation Week Committee:

National Teacher Appreciation Week is annually held the first full week of May. This committee is responsible for planning a very special week for our teachers, but also to plan surprises for our teachers throughout the year. We appreciate them and should show them that we do. Past activities have included special meals, prizes, chair massages, etc. Creative ideas are encouraged. The **Teacher Appreciation Week Chair** organizes the committee members into roles and is the main point of contact during the week's events.

Room Parents:

Each grade has a room parent who can then contact other parents of that same grade for assistance. The role of the Room Parent is mainly to plan and carry out classroom parties three times a year for Halloween, Winter Holidays, and Valentine's Day. Parties are held in the late afternoon. People signing up for this duty need to be able to be present at parties (or make arrangements for a replacement), as well as plan them and provide supplies. The **Room Parent Chair** is the main point of contact for the room parents. The chair also makes sure that the room parents are prepared and ready prior to all holiday parties.

Used Uniform Sales: This committee collects gently used uniform donations from families and resells them at selected events throughout the school year. The majority of work associated with this committee is the evaluation of donations, the organization of clothing, and the participation during sale hours. All proceeds benefit the school. The **Used Uniform Chair** organizes the committee members into roles and is the main point of contact with questions and setting up of events.

CA Teams Coaching: Coaches are needed for:

- Girls' volleyball
- Outdoor Middle School Soccer
- Boys' Middle School Basketball
- Girls' Middle School Basketball
- Indoor Soccer for a variety of ages.

All coaches will work closely with PE Teacher Rachel Norton. They are expected to schedule practice time, coach players, and attend all games to represent CA and our teams.

Read-A-Thon/Walk-A-Thon:

Students and faculty work in teams to walk a course established at The Park of Roses. Students are encouraged to collect donations in support of the Walk-a-thon from their friends and families. Volunteers will work closely with Mrs. Lindsay and are needed to assist with the letter writing campaign, sponsorship requests, logistics and day-of-event management.

During year's when the Walk-A-Thon is not available to be held, a Read-A-Thon will occur in its place. Students are encouraged to collect donations in support of the Read-A-Thon from their friends and families. Volunteers will work closely with Mrs. Lindsay and are needed to assist with the letter writing campaign, sponsorship requests, logistics and day-of-event management. The **Read-A-Thon/Walk-A-Thon Chair** organizes the committee members into roles and is the main point of contact during the events.

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6th Grade Kidnapping: This committee of 6th grade families works to make sure that the traditional "kidnapping" day in May is one to remember. Responsibilities include selecting the date early in the year with the Director, communicating quietly with all parents in the class, making reservations as necessary, and arranging for t-shirts to be made. Planning must be done quietly as it is important to keep this day a surprise.

Committee Chairs

Many of the committees listed in the descriptions require a Chair. The Chair in charge of a committee will likely spend more than the required hours in managing the committee. The individual may also be required to make a presentation to the Board of Trustees regarding the work of the committee. If you have an interest in taking on such a position, please indicate on the online request form.. Priority for these positions will be given to those that have held the positions in the past and/or those with experience.

Marketing Chair (6 credits)	Book Fair Chair (4 credits)	Silent Auction Chair (3 credits)
Catering Chair (4 credits)	Graduation Chair (3 credits)	Walk-A-Thon/Read-A-Thon Chair (3 credits)
Landscaping Chair (6 credits)	Used Uniform Sales (3 credits)	Fundraising Chair (4 credits)
Teacher Appreciation Chair (3 credits)	Grandperson's Day Chair (3 credits)	Grant Writing & Research Chair (3 credits)
Funfest Chair (6 credits)	Maintenance Chair (6 credits)	Room Parent Chair (4 credits)