

2018 - 2019 STAR OF THE SEA CATHOLIC SCHOOL

Parent Participation Program Commitment Form - Job Areas and Descriptions

Area	Job Title	PPP Job Areas and Descriptions	Start	End	Hours Earned
School Support	Supervision	This critical role is required on a weekly basis for the entire school year and involves supervising the parking lot during drop off and pick up hours. Coordinator will supply a rules and regulations handbook. Supervising twice a week for AM and PM positions should satisfy P.P.P. obligations. Criminal record check is required for this position. Due to safety issues, no young children present with parent(s). Day of Week Preferred: _____ Morning 8:25 to 9:05 _____ (1 Hour Eamed) After school 2:55 to 3:35 (Wed. 2:25 to 3:05) _____ (1 Hr. Eamed)	School year.		50+
	Hot Lunch	Preparing & Serving -Set up tables, trays, sort drinks, cookies, and serve the food to the kids and clean up. Hours are approx. 10:30am-1:30pm each Hot Lunch Day. Must also help with Fun Day and Senior's Lunch. Criminal record check is required for this position.	Oct	June	50
	Hot Lunch	Serving only - serve food to the kids and clean-up. Hours are approx. 11:45am-1:15pm each Hot Lunch day. Must also help with Walkathon, Fun Day and Senior's lunch. Criminal record check is required for this position.	Oct	June	25
	Head Checks	Head Checks – Head Check Day is the 2 nd Thursday of each month from 9:00–11:30 a.m. and the expectation is that parents will be at all 10 monthly head checks in order to complete their PPP obligation. Each child's head is checked for nits and lice. Should a case of head lice be found, a re-check of that classroom and grade is required to be done two weeks later. This is a 25 hour role. Criminal record check is required for this position.	School year.		25
	PPP Area Coordinator	Area Coordinators - Once families are placed in their respective PPP areas, the Area Coordinator is responsible for scheduling and being the main point of contact. Communicate with families and manage hour commitments.	Year round		50
	PPP Coordinator	PPP Coordinator - Manages all aspects of the Parent Participation Program to optimally serve the school and parish community. Prepare communication plan and communicate to ensure proactive success with all key stakeholders within the school and parish. Liaison with PEC, Principal and school admin team. Recruit, train and ensure PPP team fully understands roles and responsibilities.	Year round		50
	PPP Family Placement Coordinator	Family Placement Coordinator - Responsible for placement of families in PPP areas.	Year round		50
	SOS Boutique	SOS Boutique - This job involves the collecting and recycling of school uniform clothing and washing and mending them before they are recycled. It also involves advertising clothing in the newsletter and collecting money that either goes to the school fund or to parents donating the clothing. A Boutique Day must be held twice in the school year. Hours for this job are flexible. Must be available by phone for parents needing to know sizes and availability of items.	School year.		50
	Child Minding	Organizing and Providing Child-minding in the Library during parent events at the school. Please note this job includes managing/providing supervision and activities for large numbers of students aged 3yrs to 10yrs. Criminal record check is required for this position. _____ *6:00-9:00pm Meet the Teacher (September) _____ *8:00-8:00pm At Parent-teacher conferences (usually November) _____ *6:00-9:00pm Human Growth and Development Evening for Intermediate Students (Fall) _____ *6:00-9:00pm AGM (February) _____ *8:00-3:00pm Student Led Conferences (March)	Varies.		25

2018 - 2019 STAR OF THE SEA CATHOLIC SCHOOL

Parent Participation Program Commitment Form - Job Areas and Descriptions

Area	Job Title	PPP Job Areas and Descriptions	Start	End	Hours Earned
School Support	Classroom Helpers	<p>Teacher Helper (available for returning families only) - Assisting the designated teacher with a variety of work. 1½ to 2 hours per week is scheduled for a convenient day and time for the teacher and the parent. (Helping with Students Directly) Assisting the Learning Resource teacher by working directly with students. Teaching experience and/or skills highly preferred. Criminal record check is required for this position. Crucial that hours are entered into OnVolunteer.</p> <p>Day of week _____ am____ pm____ (Please check)</p>	School year.		50
	Learning Resources Support	Assisting the Learning Resource Department with photocopying, lesson preparation and other admin tasks as required. Criminal record check is required for this position. (available for returning families only)	School year.		50
Teacher / Learning Support	Library	<p>In this area times and days are regularly scheduled on a weekly basis for the entire school year. The time involved is 1.5 hours per week. Depending on assigned times, responsibilities involve: processing returned books, signing out books, shelving books, repairing books, student supervision, assisting the librarian with class duties, ie. reading to classes or helping with computers etc., and processing new books (for which computer knowledge is essential). Criminal record check is required for this position.</p> <p>Must also assist with the 2 book fairs that take place in the evening of the Parent/Teacher Conference & Student Led Conference</p> <p>Preference: Day of week _____</p>	School year.		50
	Office Support Laminating	<p>Laminating – Flexible daytime hours throughout the school year. Two parents are required to work independently but communicating as a team. One parent processes the job requests on the laminating machine, and the other parent does the cutting and sorting of the completed laminating jobs. Must be available to do laminating work the week prior to the date the school opens.</p>	Aug	June 30	50
	Office Support General Duties	<p>Office Support – This is a daytime job from 9:00–11:30 a.m. one day per week every second week for the entire school year. These parents are required to do recess supervision on their assigned day from 10:25–10:50 a.m. The remainder of their time is spent working in the photocopying room on teachers’ classroom requests which involves copying, stapling, cutting, gluing, colouring, etc. and sorting and returning lost and found items. Day of the week preference _____.</p>	School year.		50
	Office Support Recycling	<p>Recycling – This is a daytime job with flexible hours once per week for 1.5 hours. Responsible for collecting recyclables (primarily juice boxes and paper) from throughout the school and delivering them to their designated off-site locations. Must be available for a big clean up at the end of June and the end of August.</p>	Aug 15	June 30	50

2018 - 2019 STAR OF THE SEA CATHOLIC SCHOOL

Parent Participation Program Commitment Form - Job Areas and Descriptions

Area	Job Title	PPP Job Areas and Descriptions	Start	End	Hours Earned
Maintenance	Maintenance	Providing support with the school maintenance tasks (ie.: school ground cleaning & garbage clean up, school yard safety, cleaning exterior, gardening/weeding, misc. projects and de-icing and snow cleaning). Flexible hours and schedule based on need. Area(s) of interest: _____	Year round		50
	Evening Janitorial Assistance	An evening job assisting the school janitor with daily light cleaning of the common areas such as the gym, lobby and kitchen mainly with classroom tidying mixed in. Month classroom cleaning is also part of this role. We prep for school re-openings after breaks and disinfect high-touch areas during the cold and flu season. The days of the week and times are somewhat flexible. Evening of week Preference (please provide): _____	School year.		25 or 50
	Coach	Coach (Limited Positions Available) -Coaches for defined sports (Basketball, Volleyball, Soccer) to lead practices and attend all games. This option earns 25 hours and must be combined with another 25 hour job or \$300 Pay in Lieu option. Only one coaching assignment qualifies for PPP. Criminal record check is required for this position. This position reports to teacher rep.	Seasonal.		25
Athletics	Referee	Referee (Limited Positions Available) - Referee for defined sports (Basketball, Volleyball, Soccer) to attend and referee all games. This option earns 25 hours and must be combined with another 25 hour job or \$300 Pay in Lieu option. Only one coaching assignment qualifies for PPP. Criminal record check is required for this position.	Seasonal.		25
	PEC	P.E.C. - this is an elected position	Year round		50
School / Parish	Goods and/or Services In Lieu	We understand and appreciate that not all of the positions may work for each families' individual circumstances and therefore, offer a goods and/or services in lieu of hours option. Application will be reviewed annually by the PEC.	Please find application form on line on school website.		
	Special Events Team	During the school year, the special events team will be responsible for the planning and execution of two parish/school events. These may include, but are not limited to, the Senior's Christmas Lunch, Parish Pancake Breakfast with Santa. (Volunteers from the wider community will assist on event days). The team will hold monthly evening meetings to plan these events. Energy, enthusiasm and a wish to make great events happen are required.	School year.		25
	Altar Server Coordinator	ALTAR SERVER COORDINATOR - Altar server scheduling done once a month for weekend Masses. Training takes place once a year usually in September and runs for 6 – 7 weeks. Outings are: one or two a year i.e. (water slides) (bowling) (movie night). Phone calls for scheduling come in constantly – can be done by email if preferred. Occasionally requests come in for special Masses (i.e. confirmation, 1st communion, Masses with Archbishop) – need to provide servers. This Ministry is a year round position, and is extremely rewarding and fulfilling. Criminal record check is required for this position.	Year round		50

2018 - 2019 STAR OF THE SEA CATHOLIC SCHOOL

Parent Participation Program Commitment Form - Job Areas and Descriptions

Area	Job Title	PPP Job Areas and Descriptions	Start	End	Hours Earned
Parish	Gala Acquisitions	Gala Acquisitions Team - Procure items for silent and live auctions for the annual Stella Maris Gala. Contact local business, arrange pick-up and send thank you's. Ideal for those with business contacts. Returning families only.	Varies.		50
	Gala Crew	Families opting to complete their PPP hours through working for the Gala Event for Gala can either choose to earn hours at the dates and times listed below ONLY. In order to obtain 50 hours, this is earned by committing to work the entire Gala weekend. Friday, Saturday, and Sunday Participation in all 3 days mandatory. As Gala is our key fundraiser of the year and there is no flexibility with the job schedule (i.e. you MUST fulfill your commitment during Gala Week - see below times). 25 or 50 PPP hours can be earned in this role. If the 25-hour option is chosen, this choice must be combined with another 25-hour job OR \$300 worth of approved Goods and/or Services OR \$300 Pay in Lieu option. 50 hours is earned by committing to all 3 days, Friday & Saturday, and includes Sunday, October 21, 2018 clean-up day. (Available for returning families only.) Wed. Oct 17th - during school hours (2-3 hrs.) - heavy lifting/moving Thurs. Oct 18th – after school into evening (5-6 hrs.) – ironing, cleaning, moving, hanging decor Fri. Oct 19th – all day-about 9am-7pm (10 hrs.) – set up, various duties ****Sat. Oct 20th – Gala night team, 4:30pm-1:00am - (8-10 hrs.) – all gala night duties**** Sun. Oct 21st – Clean-up day, 9:00am-4:00pm (4-6 hrs) – clean-up/take down duties ****NOTE: Availabe for returning families only. Preference will be given to those able to work on Gala Night****	Gala Week - Oct 17 - 21, 2018		25 or 50
	Gala Committee	Gala Committee (available for returning families only) - Appointed positions (ie.: Chairs, Volunteer Coordinator, Classroom Projects Coordinator, Décor Chair, Acquisitions Coordinator and Software Tracker).	Varies.		50
	Gala Classroom Projects	Use your creative talent to manage a GALA CLASSROOM PROJECT from concept to completion. This is a unique role and will be awarded to those pre-approved by the Gala Committee. (Available for returning families only) . Criminal record check is required for this position.	Varies.		50
	PREP	P.R.E.P. is held at Star of the Sea School on Thursday from 6:00 pm to 7:30 pm with one 1 hour awarded for preparation time. 2.5 hours per night is earned over a 30 week period. Criminal record check is required for this position.	Thursday evenings.		50
	Children's Liturgy	Children's Liturgy - Teaching Children's Liturgy of the Word (Sunday School) to primary students at Sunday morning Masses 9:00 or 11:00 am (no experience necessary). Criminal record check is required for this position.	Sunday AM Masses.		50
	Coffee Ministry	Coffee Ministry - Prepare and serve coffee, tea, juice and cookies after the 9am or 11am mass and Friday school masses at the Good Shepherd Church.	July 1	June 30	50
	Hybrid	Choose any 25 hour job _____ (Please indicate which one) + \$300 Pay in Lieu option.	A combination option where you choose a 25 hour job + \$300 Pay in		
	Non-Participating	Pay In Lieu	We understand and appreciate that not all of the positions may work for each families' individual circumstances and therefore, offer a pay in lieu of hours option.	Please enclose an additional \$600 pay in lieu fee dated Sept. 1, 2018	