CPNS Job Structure

Director

President

Jobs Coordinator

Board
- Implement CPNS vision & mission
- Day to day operations of school
- Budgeting & Money management
- Hiring
- Staff salary & benefits
- Quality & accountability
- Member satisfaction
- Priority setting & team coordination

Team Leads
- Set Priorities
- Organize & assign tasks
- Mentor team members
- Communicate w/ board

Director's Assistant

Health & Safety Coord

Board Assistant

Council Rep

Secretary & *Team Lead Communic*

Auction & *Team Lead*

VP Operations

Community

VP Membership & *Team Lead Recruitment*

Treasurer & *Team Lead Accounting*

Cleaning Team Lead

Maintenance Team Lead

Events Team Lead

Family Rel Team Lead

Enrollment Team Lead

Accounting

Tution Pymts
Reimbursement
Payroll
Bills Pyable

Communictns

Email Digest
Website
Parent Rm Info
Calendar
Databases
Paid Sub List
Tech Suppt
Handbook

Auction

Online Set-up & Admin
Parent Packs
Solicitation Coordinatn
Item Delivery
Money Mgmt
Follow Ups & Thank yous

Scrip Pgm

Cleaning

Towels
Toys
Art Room – Playdoh
Big Cleans
Manage Wkly cleans
Manage daily cleaning procedures

Maintenance

Purchaser
Bicycle Shed
Costumes
Garden
Recycling
Composting
Gen'l Maint & Facility Impr

Events

Spooky Social
June Picnic
Summer Parks
Parent Perks
Set up Major Parent Ed events
- Holiday Pty
- Graduation
- Book Fair

Family Relatns

Class Liaisons
Nursery Liaison
Nonpr Liaison
Church Liaison
Alumni Rel
Photography
B-day board
Book orders
T-shirts
Bbsitting events

Enrollment

Applications & Registration
Class placemt
Orientation
Records Mgmt
Database edit
Class lists
Roster
Database Proj

Recruitment

PR & Parketing
School image
Pre-sch fairs
Tours
Open house
Hometown Parade

12 December 2010