

Bloomington Montessori School

Work Requirement Job Options

Work Days

Fall Work Day
Spring Work Day
Summer Work Day

Sign up for jobs at the school to be completed on this Saturday morning and/or afternoon.
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Fundraising

Fundraising Committee/Annual Fund
Spring Event
Grocery Card Coordinator
Box Tops

Participate in the fundraising committee, making decisions about fundraising efforts of the school.
Help plan and conduct the spring fundraising event.
Market program to parents, maintain school spreadsheet record of use and other coordination. Three volunteers per year.
Collect and send in collected box tops. Two volunteers per year.

Services - Student/Family/Staff

Staff Appreciation Week
Yearbook Editor
Newsletter

Organize staff appreciation day/week and/or work a shift during the day (usually held in Spring).
Collect photos from classroom photo editors, and do layout yearbook for printing. Can be done mostly at home.
Work with DCO to edit and publish electronic newsletter four times a year. Can be done at home.

Events

Serve on Event Committee
Open House/Welcome Reception
Fall Festival: Organizer or Activity Station
Annual All School Picnic: Organizer or activity station
Morning Coffee Chat
Afternoon Lemonade Chat
Recruiting Open House

Meet as needed to organize/brainstorm school events. On occasion.
Organize, set up, take down the beginning of the year open house.
Organize the event or work a station at the Fall Festival (Oct.) at Brown County State Park. One to three hour shift.
Come early and stay late for organization and clean up.
Organize, set up, take down the morning coffee chat.
Organize, set up, take down the afternoon lemonade chat.
Organize, set up, take down the recruiting open house.

Technology

Phone System
Security Committee

Advise on telecommunication needs of school.
Advise school on security issues.

Maintenance - Inspection/Repair

Plumbing
Interior
Electrical/Appliances
Exterior

Involves inspection of faucets, drains, toilets, water heater, etc. and simple repairs as necessary. On occasion.
Involves inspection of cabinets, doors, windows, floors, etc. and simple repairs as necessary. On occasion.
Involves inspection of heating/cooling system, appliances, electrical cords, smoke detectors, etc. & repairs as necessary.
Involves inspection of foundation, drainage, concrete/asphalt, etc. and simple repairs as necessary. On occasion.

Landscaping

Weeding/Raking/Trimming
Planting/Watering
Mulching

Help maintain landscaping with other parents once a month. On your own time.
Choose a shift on a watering schedule during summer months. Help install plants on occasion.
Spread mulch, as needed. Check mulch around the building a few times a year to see if any maintenance is needed.

Kitchen

Cooking
Clean-Up

Substitute cooking. On occasion. Three hours each time.
Substitute kitchen clean up. On occasion. One or two hours each time.

General Operation

Office Sub
Office Tasks
Spreadsheets

Sub in the office during absences, meetings, etc. As needed.
Help with simple office duties such as copying, organizing binders, stapling and stuffing envelopes, etc. On occasion.
Help create spreadsheets for one or more of the following: class rosters, work requirements, late pick up, late drop off, summer school, withdrawn students, lists of board members and staff members, students with allergies, update alumni list, school calendar on website, create classroom binders,

Printing/Graphic Design
Errands
Serve on a committee for board
Recycling (Collection for Hauling)
Hauling (Recycling, Goodwill, etc.)
Office dusting/watering
Clean Observation Rooms - Main Building
Windows/Front Doors - Main Building
Clean Ob Rooms, Front Glass doors/windows 6-9
Upstairs Trash
Commons Bathrooms
6-9 Building Bathroom
Sweep Entryway Floors in both buildings

Design and/or print flyers, brochures, business cards, etc. On occasion.
Run errands for the school. On occasion.
Meet as needed to advise the Board as needed. On occasion.
Take all-school recycling to recycling center once a week for a semester. On your own time. Two needed per semester.
Haul loads of items to be given away. On occasion.
Dust office and water plants in office once a week.
Clean all 4 observation room windows once a week, wipe door jams and counters as needed. Any time building is open.
Wash main building front doors and interior office windows (and door jam) once a week. Any time building is open.
Clean front glass doors and windows, plus observation room windows once a week, wipe door jams and counters as needed.
Empty trash in conference room and upstairs office
Once a week for a semester- on Wednesdays- wipe sinks, mirrors, floors, empty trash and recycling.
Once a week for a semester- on Wednesdays- wipe sinks, mirrors, floors, empty trash and recycling.
Twice a week for a semester- anytime the building is open

Half-Day Preschool - Hickory Classroom (Mrs. Cusack) Please only select the jobs below if you currently have a student in this classroom.

Picture Day Escort	Escort children from the classroom to the picture location. Part of one school day in mid-Sept (TBD).
Substitute Teaching	Substitute for part or all of a class session. As needed.
The following half-day jobs count for the full 10 hr work requirement (some may take more than 10 hrs). For the consistency of the classroom we need one person to commit to each job for the full year. In-class jobs may not be done with toddlers present. Babies in strollers or carriers are fine for all except sandpaper letters or lunch monitoring.	
Yearbook Committee	Collect photos and layout yearbook for printing. Can be done mostly at home. One AM and one PM.
Dusting	Dust the classroom monthly.
Repair/Construction	Take home classroom items monthly and repair as you are able. Anything from super glue to simple woodworking skills.
Laundry	Wash and fold the classroom laundry every other week. Done at your home.
Sharpening Pencils	Sharpen and resupply colored pencils in the classroom once a week while the children are on the playground.
Sandpaper Letters	Conduct the sandpaper letter lesson with children (you will be trained) in the classroom once a week for 30 minutes.
Sewing	Sew and/or repair cloth items needed in the classroom. In your home. On occasion.
Classroom Recycling	Take out the classroom recycling weekly.
Classroom Librarian	Collect books from the public library monthly. Reshelve class books. Repair torn books. Pick new books with teacher consult.
Making Playdough	Every two weeks using the recipe provided by the teacher. Supplies can be reimbursed.
Friday Dishes	Wash classroom dishes on Friday afternoons at 3pm while students are on the playground.
Classroom Photographer	Photograph certain class events as teacher's request, edit albums and post to Shutterfly, forward album to teacher.
Lunch Monitor for Staff Meetings	Eat with the students and help supervise on the playground or with classroom cleanup once a month for 1.25 hours.
Shopping	At teacher request, shop for the classroom at area stores. Approximately every two weeks. Purchases will be reimbursed.

All Day Preschool - Sweetgum Classroom (Mrs. Waxler) Please only select the jobs below if you currently have a student in this classroom.

Yearbook Committee	Collect photos (from parents and teachers) and layout yearbook for printing. Can be done mostly at home.
Substitute Teaching	Substitute for part or all of a class session. On occasion.
Making Playdough	Every two weeks using the recipe provided by the teacher. Supplies can be reimbursed.
Woodworking/Prep Work Bench Materials	Cut wood to prepare supplies for work bench. After school or on your own time at home.
Repair/Construction	Complete simple repairs or construction of items needed in the classroom. On occasion.
Laundry	Do the classroom laundry 2 or 3 times a month. In your home.
Picture Day Escort	Escort children from the classroom to the picture location. Part of one school day in mid-Sept (TBD).
Sharpening Pencils	Sharpen pencils in the classroom once a week for about 15 minutes at a time.
Sandpaper Letters	Conduct the sandpaper letter lesson with children (you will be trained) in the classroom once a month.
Sewing	Sew and/or repair cloth items needed in the classroom. In your home. On occasion.

All Day Preschool - Magnolia Classroom (Ms. Clark) Please only select the jobs below if you currently have a student in this classroom.

Yearbook Committee	Collect photos (from parents and teachers) and layout yearbook for printing. Can be done mostly at home.
Substitute Teaching	Substitute for part or all of a class session. On occasion.
Making Playdough	Every two weeks using the recipe provided by the teacher. Supplies can be reimbursed.
Dusting/Recycling	Dust the classroom and take classroom recycling to all-school recycling bins. Two times per month
Repair/Construction	Complete simple repairs or construction of items needed in the classroom, usually wooden. On occasion.
Laundry	Do the classroom laundry twice a month. In your home.
Picture Day Escort	Escort children from the classroom to the picture location. Part of one school day in mid-Sept (TBD).
Sharpening Pencils	Sharpen pencils in the classroom once a week for about 15 minutes at a time.
Sandpaper Letters	Conduct the sandpaper letter lesson with children (you will be trained) in the classroom once a month.
Sewing	Sew and/or repair cloth items needed in the classroom. In your home. On occasion.

6-9 - Maple Classroom (Ms. Davis) Please only select the jobs below if you currently have a student in this classroom.

Yearbook Committee	Collect photos (from parents and teachers) and layout yearbook for printing. Can be done mostly at home.
Vacuuming	Vacuum classroom 2 times a month.
Dusting/Recycling	Dust the classroom and take classroom recycling to all-school recycling bins. Two times per month
Repair/Construction	Do simple repairs or construction of items needed in the classroom, usually wooden. On occasion.
Library Book Organization	Organize books in classroom library 2 times a month.
Picture Day Escort	Escort children from the classroom to the picture location. Part of one school day in mid-Sept (TBD).
Field Trip Transportation	Provide transportation and supervision for scheduled field trips.
Class Presentations	Give class presentations on your area of expertise.

6-9 - Walnut Classroom (Mr. Bailey) Please only select the jobs below if you currently have a student in this classroom.

Yearbook Committee	Collect photos (from parents and teachers) and layout yearbook for printing. Can be done mostly at home.
Vacuuming	Vacuum classroom 2 times a month.
Dusting/Recycling	Dust the classroom and take classroom recycling to all-school recycling bins. Two times per month
Repair/Construction	Do simple repairs or construction of items needed in the classroom, usually wooden. On occasion.
Library Book Organization	Organize books in classroom library 2 times a month.
Picture Day Escort	Escort children from the classroom to the picture location. Part of one school day in mid-Sept (TBD).
Field Trip Transportation	Provide transportation and supervision for scheduled field trips.
Class Presentations	Give class presentations on your area of expertise.

9-12 Classroom - Sycamore (Ms. Sheets) Please only select the jobs below if you currently have a student in this classroom.

Yearbook Committee	Collect photos (from parents and teachers) and layout yearbook for printing. Can be done mostly at home.
Substitute Teaching	Substitute for part or all of a class session. On occasion.
Dusting/Recycling	Dust the classroom and take classroom recycling to all-school recycling bins. Two times per month
Laundry	Do the classroom laundry once a week. In your home.
Field Trip Transportation	Provide transportation and supervision for scheduled field trips.
Class Presentations (including guest PE instruction)	Give class presentations on your area of expertise. We are especially interested in guest PE instruction.
Bread Cart shopping	Shop for supplies for the class kitchen as needed, using school funds.
Costume and Scenery Construction	Help construct costumes and/or scenery for classroom productions in January and February.
Construction / Repair	Do simple repairs or construction of items needed in the classroom, usually wooden. On occasion.
Reading Library Shelves	Organize books in classroom library 2 or 3 times a month. During or after school.

**** Please see separate information on the website about how to earn hours by participating in the Grocery Card Program**