

# CCS SERVICE TASK DESCRIPTIONS 2020-2021

Note: All monitors are to be at job post regardless of weather. If you cannot make your commitment, please fill your position from the sub list.

## Greeter's Station Monitor

**Job Duration:** One class period for one semester(8 weeks)

**Post:** Entrance, Greeter's Station

**Nota Bene:** The monitor **must** be willing to enforce CCS rules and report problems to the principal or program Coordinator. The station will have the blue file box, visitor badges, visitor sign in sheets, sign out lists for families, the Boxtop for Education box, and the white binder. The binder will have the Thursday contact person(s) contact information, emergency contact information for each family, each student's schedule, a list of all volunteer jobs, and maps of the building showing where each class is held.

### **Duties:**

- Assist in signing in process outside main door during 1st and 2nd hours and sign in at Greeter table the rest of the day. Sign out handled at Greeter Station until the end of 4th hour
- Cleaning bathrooms near Greeters Station -sink handles, the hallway door, and light switches in bathroom and hallways
- Clean main door handle regularly
- Clean stair rails
- Insure no students or parents congregating in hallways
- Bring personal cell phone to station.
- Escort any church business visitors, to the church office.
- In case of emergency - Call 911 immediately
- Contact bell system coordinator if bell issues arise. (Carolyn Leeds)
- Monitor use of elevator. Only teachers or obviously handicapped persons may use the elevator.
- Monitor students roaming the halls between classes.
  - Students may not be loitering in hallways-All students must be **in a class, in a study hall or with a parent or adult during all class periods.**
  - If students are hanging out in hallway during class time, instruct him/her to go to class or study hall or find parent.
- Check bathrooms for supplies; refill if necessary
- Take any electronic device (cell phone, laptop, iPod, etc.) from students NO EXCEPTIONS. The device is to be given to the Principal to hold for the rest of the day. A confiscated device may be brought to the Greeter Station by an adult and held to give to the Principal.
- Clean any mud that is tracked in ...broom and swiffer will be brought down and put in the janitors closet by the Greeters Station for your use. If mud is being tracked into building- shoes should be cleaned off or left at a door if muddy or covered in dirt. Use paper towels in bathroom or Swiffer (use only water!)
- Greet and assist visitors. Guests should sign in and wear name tag (in box at Greeter's Station). Please remind visitors to return visitor tags and sign-out. Assist in locating classrooms. Be aware that the bells will be at the Monitor Station for pick up by the Upper and Lower Pavilion monitors.
- Help families find information in box or binder at Greeter's Station. In the box are folders for all teachers and for each CCS family; teachers and CCS families can use these folders to give papers, etc. to teachers and other families.

- Inform the Program Coordinator (540-336-1901) of any problems, needs or concerns following duty. You can use [ccsprogramcoordinator@gmail.com](mailto:ccsprogramcoordinator@gmail.com) to report any concerns or questions.

## **Sign In Monitor**

**Job Duration:** Thursday class period for one semester from 7:45 till 8:30,

**Post:** Outside Main Door

**Nota Bene:** The monitor **must** be willing to enforce CCS rules and report problems to Program Coordinator or the Principal. Your monitor station will have a folder that contains: emergency contact information and your job description and the number of the Program Coordinator in case you need assistance.

**Duties:**

- To assure that all students are signed in
- To give sign in wrist band to all signed in student
- To open doors for students

## **Discipleship Hall Monitor/Study Hall Monitor**

**Job Duration:** One class period for one semester on Thursdays

**Post:** Discipleship Hall, at table for monitor

**Nota Bene:** The monitor **must** be willing to enforce CCS rules and report problems to Program Coordinator or the Principal. Your monitor station will have a folder that contains: emergency contact information and your job description and the number of the Program Coordinator in case you need assistance.

**Duties:**

- Will monitor study hall in the outer area of DiscipleshipHall
- When the bell rings , will open doors for all Upper Bethel students to exit and head to main entrance.
- To help with cleaning of tables, chairs, door handles and any other surfaces at the end of class
- Keep Discipleship Hall absolutely quiet - **NO** conversations are allowed
- Bring personal cell phone to station.
- Monitor students for adherence to CCS rules.
- Monitor students who may be using the back of the room as a study hall. Keep traffic to a minimum. Take any electronic device (cell phone, laptop, iPod, etc.) from students. **NO EXCEPTIONS!** The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter Station by an adult.
- Clean any mud that is tracked in ...broom and swiffer will be in the storage closet next to the men's room by the Greeters Station.
- Inform the Program Coordinator (540-336-1901) of any problems, needs or concerns following duty. You can use [ccsprogramcoordinator@gmail.com](mailto:ccsprogramcoordinator@gmail.com) to report concerns or questions.

## **Lower Hall Monitor**

**Job Duration:** One class period for one semester on Thursdays

**Post:** Lower Hall, at table for monitor

**Nota Bene:** Monitor **must** be willing to enforce CCS rules and report problems to Program Coordinator or Principal. Your monitor station will have a folder that contains: emergency contact information, and your job description.

**Duties:**

- Clean bathrooms -sink handles, doors,and light switches,any other surfaces as necessary and any hallway light switches.
- Keep hall clear and quiet.
- Bring personal cell phone to station.
- Check bathrooms for supplies; refill if necessary.
- Monitor students for adherence to CCS rules.
- Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter Station by an adult.
- Do not allow entrance or exit from red door.
- Check on nursery if they have crying children and if necessary contact mother.
- Assist with Fire Drill: Check bathrooms. Ensure everyone is exiting quietly in a single file and everyone is out before exiting. HOLD DOOR OPEN SO THAT STUDENTS MAY RE-ENTER AFTER DRILL. DOOR WILL LOCK FROM OUTSIDE IF YOU DON'T HOLD IT OPEN.)
- Inform the Program Coordinator (540-336-1901) of any problems, needs or concerns following duty. You can use [ccsprogramcoordinator@gmail.com](mailto:ccsprogramcoordinator@gmail.com) for any concerns or questions.

## **Upper Hall Monitor**

**Job Duration:** One class period for one semester on Thursdays

**Post:** Upper Hall, at table for monitor

**Nota Bene:** The monitor **must** be willing to enforce CCS rules and report problems to Program Coordinator or Principal. Your monitor station will have a folder that contains:, emergency contact information and your job description and the number of the Program Coordinator in case you need assistance.

### **Duties:**

- Clean bathrooms - sinks handles,doors,and light switches and any other surfaces as necessary and hallway light switches
- Open doors into Discipleship Hall at end of hour so student in Upper Bethel can enter Discipleship Hall to exit out of Discipleship onto front walkway
- Clean doors into Discipleship Hall
- Keep hall clear and quiet.
- Bring personal cell phone to station.
- Check bathrooms for supplies; refill if necessary
- Monitor students for adherence to CCS rules
- Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter Station by an adult.
- Assist with Fire Drill: Check bathrooms. Ensure everyone is exiting quietly in a single file and everyone is out before exiting. HOLD DOOR OPEN SO THAT STUDENTS MAY RE-ENTER AFTER DRILL. DOOR WILL LOCK FROM OUTSIDE IF YOU DON'T HOLD IT OPEN.)

- Inform the Program Coordinator (540-336-1901) of any problems, needs or concerns following duty. You can use [ccsprogramcoordinator@gmail.com](mailto:ccsprogramcoordinator@gmail.com) for any concerns or questions.

## **Lunchtime Monitor and Bell Ringer - Upper Pavilion**

**Job Duration:** One class period for one semester on Thursday

**Post:** Upper Pavilion

**Nota Bene:** The monitor must be willing to enforce CCS rules and report problems to Program Coordinator or Principal. All monitors are to be at job post regardless of weather. If there is inclement weather, monitor may be in vehicle to monitor. Be mindful of this when arriving at CCS. Choose a parking space where you will be able to monitor.

**Duties:**

- Monitor students at the Upper Pavilion and surrounding areas.
- Monitor will open Discipleship Hall doors for Progym and Study Hall students to enter. All other students enter through main entrance.
- If lunch is held inside due to weather monitors may be required to work inside.
- Maintain Thursday contact information in your phone.
- Bring personal cell phone to station.
- Call 911 immediately if an emergency arises
- Monitor students for adherence to CCS rules.
- Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter Station by an adult.
- Students are not allowed to climb the trees. Students shall not throw snowballs, rocks or sticks. Students are not allowed to stand on tables or benches
- Students are not allowed to play near or with the gas grills. Students should not be allowed to use the water hose near the Pavilion.
- Ensure that students do not climb trees, throw snowballs, rocks or sticks.
- Pick up any trash.
- Ring bell at 12:45 for students to clean up trash and get to class by 12:50.
- Inform the Program Coordinator (540-336-1901) of any problems, needs or concerns following duty. You can use [ccsprogramcoordinator@gmail.com](mailto:ccsprogramcoordinator@gmail.com) for any concerns or questions.

## **Lunchtime Monitor - Lower Pavilion**

**Job Duration:** One class period for one semester on Thursdays

**Post:** Lower Pavilion

**Nota Bene:** The monitor **must** be willing to enforce CCS rules and report problems to Program Coordinator or Principal. All monitors are to be at job post regardless of weather. If there is inclement weather, monitor may be in vehicle to monitor. Be mindful of this when arriving at CCS. Choose a parking space where you will be able to monitor.

**Duties:**

- Monitor students by Lower Pavilion and soccer field
- If lunch is held inside due to weather you may be stationed inside
- Maintain Thursday contact information in your phone.

- Bring personal cell phone to station.
- Call 911 immediately if an emergency arises
- Monitor students for adherence to CCS rules. Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter Station by an adult.
- Students are not allowed to climb the trees. Students shall not throw snowballs, rocks or sticks. Students are not allowed to stand on tables or benches.
- Ensure that students do not go beyond the walking path, climb trees, throw snowballs or rocks. There is a small memorial garden just on the other side of the walking path. This is off limits to students.
- Pick up any trash.
- Ring bell at 12:45 for students to clean up trash and get to class by 12:50.
- Inform the Program Coordinator (540-336-1901) of any problems, needs or concerns following duty. You can use [ccsprogramcoordinator@gmail.com](mailto:ccsprogramcoordinator@gmail.com) for any concerns or questions.

### **Lunchtime Monitor -9 - 11 year old monitor**

**Job Duration:** One class period for one sister on Thursday

**Post:** Main Parking Lot outside of main door.

**Nota Bene:** The Monitor **must** be willing to enforce all CCS rules and report problem to Program Coordinator or Principal. All monitors are to be at job post regardless of weather. If there is inclement weather, monitor may be in vehicle to monitor. Be mindful of this when arriving at CCS. Choose a parking space where you will be able to monitor.

**Duties:**

- Get list of 9 - 11 year old unaccompanied students from Greeters Station
- These students must check in with you at beginning of lunch and at end of lunch so all are accounted for
- If lunch is inside due to weather you may be required to work inside.
- Maintain Thursday contact information in your phone.
- Bring personal cell phone to station.
- Call 911 immediately if an emergency arises
- Monitor students for adherence to CCS rules.
- Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter Station by an adult.
- Ensure that students use only the designated crosswalks. The main parking lot Monitor should act as crossing guard at the ringing of the bell at 12:25 and 12:45 and during lunch hour.
- Ensure that students are not congregating or playing in parking lots.
- Ensure that students are not in cars without a parent.
- Ensure that students stay away from off limit areas.
- Inform the Program Coordinator (540-336-1901) of any problems, needs or concerns following duty. You can use [ccsprogramcoordinator@gmail.com](mailto:ccsprogramcoordinator@gmail.com) for any concerns or questions.

### **End of Day Building Close Down**

**Job Duration:** one semester on Thursdays

**Post:** Bethel

**Duties:**

- Clean all surfaces that may have been touched in the course of the day including tables, chairs, door handles, counters, light switches, etc. in all classrooms and other rooms. Cleaning will include use of Covid approved cleaning supplies
- Clean stair hand rails.
- Clean bathrooms - sink handles ,doors, and light switches. Cleaning will include use of Covid approved cleaning supplies.
- Pick up any trash on the floor of the bathrooms
- Restock paper towels and toilet paper
- Flush all toilets through Bethel to make sure there are no sewer gas odors
- Empty trash in Discipleship Hall, all classrooms, all bathrooms and place by Greeters Station
- Program Coordinator will provide direction.

**Classroom Aide/Tech Support**

**Job duration:** one semester on Thursdays

**Post:** Bethel

**Duties:**

Serve as Tech Support for the teacher (mainly trouble shooting any issues and watching the live chat feed for live-streamed classes in case students have comments). This individual would also coordinate with the teacher to assure that the recording of the lecture is uploaded. In many cases the teacher will be able to do this themselves, but some may appreciate help.

- Help the classroom teacher clean at the end of class to include tables, chairs, counters, door handles.

**Friday Job Descriptions****Upper Hall Monitor**

**Job Duration:** One class period for one semester on Fridays

**Post:** Upper Hall, at table for monitor

**Nota Bene:** The monitor **must** be willing to enforce CCS rules and report problems to Program Coordinator or Principal. Your monitor station will have a folder that contains:, emergency contact information and your job description and the number of the Program Coordinator in case you need assistance.

**Duties:**

- Clean bathrooms - sink handles, doors, and any other surfaces as necessary
- Open doors into Discipleship Hall at end of hour so student in Upper Bethel can enter Discipleship Hall to exit out of Discipleship onto front walkway
- Clean doors into Discipleship Hall
- Keep hall clear and quiet.
- Bring personal cell phone to station.
- Check bathrooms for supplies; refill if necessary
- Monitor students for adherence to CCS rules

## **Classroom Aide/Tech Support**

**Job duration:** one semester on Fridays

**Post:** Bethel

**Duties:**

- serve as Tech Support for the teacher (mainly trouble shooting any issues and watching the live chat feed for live-streamed classes in case students have comments). This individual would also coordinate with the teacher to assure that the recording of the lecture is uploaded. In many cases the teacher will be able to do this themselves, but some may appreciate help.
- Help the classroom teacher clean at the end of class to include tables, chairs, counters, door handles.

## **Lunchtime Monitor**

**Job Duration:** One class period for one semester on Fridays

**Post:** Upper Pavilion

**Nota Bene:**The monitor must be willing to enforce CCS rules and report problems to Program Coordinator or Principal. All monitors are to be at job post regardless of weather. If there is inclement weather, monitor may be in vehicle to monitor. Be mindful of this when arriving at CCS. Choose a parking space where you will be able to monitor.

**Duties:**

- Regulate and enforce social distancing guidelines at the Upper Pavilion and surrounding areas.
- All students enter through main entrance.
- Bring personal cell phone to station.
- Call 911 immediately if an emergency arises
- Monitor students for adherence to CCS rules.
- Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter Station by an adult.
- Students are not allowed to climb the trees. Students shall not throw snowballs, rocks or sticks. Students are not allowed to stand on tables or benches
- Students are not allowed to play near or with the gas grills. Students should not be allowed to use the water hose near the Pavilion.
- Ensure that students do not climb trees, throw snowballs, rocks or sticks.
- Pick up any trash.

## **End of Day Building Close Down**

**Job Duration:** one semester on Fridays

**Post:** Bethel

**Duties:**

- Clean all surfaces that may have been touched in the course of the day including tables, chairs, door handles, counters, light switches, etc. in all classrooms and other rooms. Cleaning will include use of Covid approved cleaning supplies.
- Clean bathrooms - sink handles, doors, and light switches. Cleaning will include use of Covid approved cleaning supplies.
- Pick up any trash on the floor of the bathrooms
- Restock paper towels and toilet paper
- Flush all toilets through Bethel to make sure there are no sewer gas odors
- Empty trash in Discipleship Hall, all classrooms, all bathrooms and place by Greeters Station
- Empty Upper Pavilion trash. Place all collected trash by front door.
- Program Coordinator will provide direction.

**The Yearbook Coordinator**

**Job Duration:** school year

- will oversee the timeline and creation of the yearbook throughout the school year and will complete the project over the summer.
- A yearbook club can be created to help support these tasks and to get student input.

**The Yearbook Photographer**

**Job Duration:** school year

- will coordinate the taking of the student, teacher, and class pictures
- upload these pictures to the yearbook.



