

CCS SERVICE JOB DESCRIPTIONS

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 trimester (10 or 11 weeks)

Post: Entrance, Greeter's Station

Nota Bene: The monitor **must** be willing to enforce CCS rules. The station will have the blue file box, notification slips, 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, the bell system coordinator'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:

- 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.
- 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. Give them the location of the Principal from the 1st page of the white binder.
- Clean any mud that is tracked in ...broom and swiffer will be brought down and put at the Greeter 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 folders for each CCS family; teachers and CCS families can use these folders to give papers, etc. to teachers and other families.
- Assist with Fire Drill: check both bathrooms by the Greeter's Station for people, take the permanent and daily sign-out sheets from the counter outside.
- Inform the Program Coordinator (540-336-1901) of any problems, needs or concerns following duty. You can use ccsmonitors@gmail.com to report any concerns or questions.

Discipleship Hall Monitor

Job Duration: One class period for one trimester (10 or 11 weeks)

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:

- 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 brought down and put at the Greeter Station for your use..
- Assist with Fire Drill: Do not allow anyone to go through the doors back into the upper hall. Ensure that everyone is exiting quietly in a single line, and everyone is out of Discipleship Hall before exiting.
- Inform the Program Coordinator (540-336-1901) of any problems, needs or concerns following duty. You can use ccsmonitors@gmail.com to report concerns or questions.

Lower Hall Monitor

Job Duration: One class period for one trimester (10 or 11 weeks)

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: notification slips, emergency contact information, and your job description.

Duties:

- 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 (9540-336-1901) of any problems, needs or concerns following duty. You can use ccsmonitors@gmail.com for any concerns or questions.

Upper Hall Monitor

Job Duration: One class period for one trimester (10 or 11 weeks)

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:

- 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 ccsmonitors@gmail.com for any concerns or questions.

Lunchtime Monitor and Bell Ringer - Upper Pavilion

Job Duration: One class period for one trimester (10 or 11 weeks)

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:

- 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 12:25 for Mini-Greek and Latin Club and 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 ccsmonitors@gmail.com for any concerns or questions.

Lunchtime Monitor - Lower Pavilion

Job Duration: One class period for one trimester (10 or 11 weeks)

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:

- 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 12:25 for Mini-Greek/Russian and Latin Club and 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 ccsmonitors@gmail.com for any concerns or questions.

Lunchtime Monitor - Parking Lot

Job Duration: One class period for one trimester (10 or 11 weeks)

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:

- 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.
- Ensure that students are not congregating or playing in parking lots.
- Ensure that students are not in cars.
- 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 ccsmonitors@gmail.com for any concerns or questions.

Lunchtime Monitor - Discipleship Hall

Job Duration: One trimester (10 or 11 weeks)

Post: Discipleship Hall

Nota Bene: The Monitor **must** be willing to enforce CCS rules and report problems to Program Coordinator or Principal. At the monitor station, you will have a folder that contains: notification slips, emergency contact information, and your job description. The bell will also be at monitor station.

Duties:

- Bring personal cell phone to station.
- 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 from glass doors.
- Ensure that students not sit on tables, stand on chairs, etc.
- Keep people out of kitchen.
- Ring bell at 12:25 for Mini-Greek and Latin Club.
- Ring bell at 12:40 for students to clean up trash at 12:45 they may head to class and be there by 12:50. Students may need to be reminded from time to time they -should not go to class early!
- Return bell to monitor station after use.
- Clean up tables using cleaning disinfecting wipes (stored on kitchen "window" ledge.)
- Throw away trash. Clean up any food mess on the floor. **It is critical to have tables used for Progymnasmata (4th period) completely cleared and cleaned before 4th period starts.**
- Inform the Program Coordinator (540-336-1901) of any problems, needs or concerns following duty. You can use ccsmonitors@gmail.com for any concerns or questions.

Bell System Coordinator

Job Duration: full year

Post: Bell system computer in CCS storage room, radios placed in several places throughout CCS. Training will be provided before the task begins by Jen Wright.

Nota Bene: The Bell System Coordinator must arrive **no later** than 7:45 a.m. (8:15 on Roman Culture days) to set up bell system.

Duties:

- Make sure all aspects of the bell system are working properly. This involves making sure the laptop is on and has the correct date and time, that everything is plugged in and turned on, and also testing the system to verify the signal is reaching all radios.
- Tweak system throughout the day as needed. (No clean-up is required in the afternoon.)
- Assist with Fire Drills as requested.
- Inform the Program Coordinator 9540-336-1901)of any problems, needs or concerns following duty. You can use ccsmonitors@gmail.com for any concerns or questions.

End of Year Curriculum Sale

Job Duration: Winter

Post: Sale will take place in Upper Pavilion on the 3rd Thursday of March.

Nota Bene: There will be multiple volunteers for this event.

Duties:

- Plan and organize sale of used curriculum donated by CCS families.
- Obtain “how-to” from Program Coordinator
- Collect money and give to CCS Program Coordinator at end of day
- Inform the Program Coordinator(540-336-1901) of any problems, needs or concerns following duty. You can use ccsmonitors@gmail.com for any concerns or questions.