

CCS SERVICE TASK DESCRIPTIONS 2022-23

Note: All monitors are to be at the job post regardless of weather. If you cannot make your commitment, **please fill your position from the sub list. Please contact Margie Lung @310) 220 -5634 to let her know of the substitution and/or if help is needed.**

Study Hall Monitor -

Job Duration: Semester

Post: Designated study hall locations.

Duties:

- Parents must notify the study hall monitor if their student is going to be absent for any reason, just as they would notify the teacher of a classroom.
- Thus, each monitor must keep a weekly record of attendance, and note any student who is missing without notification to the monitor. Margie Lung should be notified of any students unaccounted for and she will contact the parent directly. Margie Lung's cell is (310) 220 - 5634.
- The monitor should initially establish the clear expectation that the study hall is to be absolutely quiet and that the students are to be working on homework. In order to facilitate the absolute silence rule, it is recommended to have the students as widely spaced apart as is possible. The monitor should subsequently keep a record of those students who persist in talking or are failing to bring homework or a book to study hall.
- The study hall monitors should notify Margie Lung each week regarding a student who is talking or not bringing work to study hall. Margie Lung will immediately follow up with the parent to give the student a chance to address the issue(s) and to improve his/her conduct.
- If a student persists in disregarding the rules of study hall, then that student will be asked to stay with the parent and no refund will be issued for study hall.
- We look to you as the study hall monitor to diligently follow these rules so that there is consistency for the students from week to week.

Greeter's Station Monitor

Job Duration: One class period for one semester (16 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 family/teacher file box, visitor badges, visitor sign in sheets, sign out lists for families, 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:

- Bring a personal cell phone to the station.
- Direct any church business visitors to the church office. Any other people on church grounds should be reported to the program coordinator (310-220-5634), with exception to noon mass.
- In case of emergency - Call 911 immediately
- Contact bell system coordinator if bell issues arise. (Margie Lung)
- Monitor use of the 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 the hallways during class time, ask them where they are supposed to be, instruct him/her to go to class or study hall or find his/her 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 the building. A broom and swiffer will be in the storage closet across from the bathrooms in the Fellowship Hall. If mud is being tracked into the building- shoes should be cleaned off or left at a door if muddy or covered in dirt. Use paper towels from the bathroom or Swiffer (use only water!)
- Greet and assist visitors. Guests should sign in and wear a name tag (in a 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 Stations.
- Help families find information in the file 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.
- Assist with Fire Drill: take the permanent and daily sign-out sheets from the table outside.
- Inform the Program Coordinator (310-220-5634) of any problems, needs or concerns following duty. You can use ccsprogramcoordinator@gmail.com to report any concerns or questions.

Hobert Hall Monitor - by front entrance

Job Duration: One class period for one semester (16 weeks)

Post: Fellowship Hall by the front entrance

Nota Bene: The monitor **must** be willing to enforce CCS rules and report problems to the 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 Hall absolutely quiet - **NO** conversations are allowed and entrance into Fellowship Hall via this entrance is not allowed (classes on-going in the Fellowship Hall).
- Bring a personal cell phone to the 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 inside. A broom and swiffer will be in the storage closet across from the bathrooms in the Fellowship Hall. Wipe down any walls that have marks from backpacks with the Magic Eraser.
- Assist with Fire Drill: During a fire drill, students in the Fellowship Hall will be exiting via the front glass doors (only time these doors will be utilized). Ensure that everyone is exiting quietly in a single line, and everyone is out of Fellowship Hall before exiting.

- Inform the Program Coordinator (310-220-5634) of any problems, needs or concerns following duty. You can use ccsprogramcoordinator@gmail.com to report concerns or questions.

Basement Monitor - northeast corner of hall (near stairs)

Job Duration: One class period for one semester (16 weeks)

Post: Basement monitor at the bottom of the stairs, 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:

- Keep the hall clear and quiet.
- Bring a personal cell phone to the station.
- Monitor students for adherence to CCS rules.
- Make sure no students are loitering on stairs/stairwell or under the stairwell.
- May need to sweep the hallway of debris and wipe walls with Magic Eraser if scraped, leaving marks.
- 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.
- Check on the nursery if they have crying children and if necessary contact the 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 (310-220-5634) of any problems, needs or concerns following duty. You can use ccsprogramcoordinator@gmail.com for any concerns or questions.

Basement Hall Monitor - southeast corner (near door)

Job Duration: One class period for one semester (16 weeks)

Post: Chair beside door

Nota Bene: The monitor **must** be willing to enforce CCS rules and report problems to the 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 the hall clear and quiet.
- Bring a personal cell phone to the 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.
- Check bathrooms for supplies; refill if necessary
- May need to sweep the hallway of debris and wipe walls with Magic Eraser if scraped, leaving marks

- 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 (310-220-5634) of any problems, needs or concerns following duty. You can use ccsprogramcoordinator@gmail.com for any concerns or questions.

Narthex Monitor - in Sanctuary building

Job Duration: One class period for one semester (16 weeks)

Post: Narthex at entrance to Sanctuary

Nota Bene: The monitor **must** be willing to enforce CCS rules and report problems to the 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:

- Clear people out of the Narthex at end of 2nd period.
- Check bathrooms
- Put Narthex in order before leaving

Lunchtime Monitor and Bell Ringer - by picnic tables

Job Duration: One class period for one semester (16 weeks)

Post: Outside northwest side of building w/picnic tables

Nota Bene: The monitor must be willing to enforce CCS rules and report problems to the Program Coordinator or Principal. All monitors are to be at the job post regardless of weather.

Duties:

- Maintain Thursday contact information in your phone.
- Bring a personal cell phone to the 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
- Pick up any trash missed by the students.
- Ring bell at 12:45 pm for students to clean up trash and again at 12:50 pm for students to get to class by 12:55 pm
- Inform the Program Coordinator (310-220-5634) of any problems, needs or concerns following duty. You can use ccsprogramcoordinator@gmail.com for any concerns or questions.

Lunchtime Monitor - Back Field

Job Duration: One class period for one semester (16 weeks)

Post: Outside field beyond the picnic table area

Nota Bene: The monitor **must** be willing to enforce CCS rules and report problems to the Program Coordinator or Principal. All monitors are to be at the job post regardless of weather.

Duties:

- Maintain Thursday contact information in your phone.
- Bring a personal cell phone to the 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.
- Monitor the concrete outside stairway descending to the northeast field, absolutely no loitering there and young children should not use the steep stairway at all (exit via the doors in the basement on the north side of the building).
- Ensure that students do not go beyond the tree line toward the 7, into the adjoining funeral home property, or over by the parish office/housing.
- Pick up any trash missed by the students.
- Ring bell at 12:45 pm for students to clean up trash and again at 12:50 pm for students to get to class by 12:55 pm
- Inform the Program Coordinator (310-220-5634) of any problems, needs or concerns following duty. You can use ccsprogramcoordinator@gmail.com for any concerns or questions.

Lunchtime Monitor - Hobert Hall

Job Duration: One semester (16 weeks)

Post: Hobert Hall

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

Duties:

- Bring a personal cell phone to the 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/exit from glass doors.
- Ensure that students do not sit on tables, stand on chairs, etc.
- Keep people out of the kitchen.
- Ring bell at 12:45 pm for students to clean up trash and again at 12:50 pm for students to get to class by 12:55 pm. Students may need to be reminded from time to time - they should not go to class early!
- 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 (310-220-5634) of any problems, needs or concerns following duty. You can use ccsprogramcoordinator@gmail.com for any concerns or questions.

Lunchtime Monitor - Parking area

Job Duration: One semester (16 weeks)

Post: Outside in front of building

Nota Bene: The Monitor **must** be willing to enforce CCS rules and report problems to the Program Coordinator or Principal. Enforce CCS rules, mainly see students are not playing in front as parishioners attend mass.

End of Day Building Close Down

Job Duration: one semester

Duties

- Empty trash. **Dispose of trash in Church dumpster..**
- Check bathrooms to make sure are in order.
- Check Narthex that it is clean and in order.

Weekly Friday Pizza Pick Up -

Job Duration: Semester

Every Friday the Yearbook Class will be tabulating and placing the order at Costco. By 11:15 a text will be sent to let you know what the order is. You will need to pick up and pay for the order at Costco by 11:30. Then bring the order to CCS by 11:50. You will be reimbursed with cash when the order is delivered to CCS.

20th Anniversary Planning Committee

Job Duration: Entire school year

Post: TBD

Nota Bene: There will be 4 volunteers for this task.

Duties:

- Begin collecting contact information for past students. Collect all through the year.
- Start a Facebook page?
- Plan the year end event to occur in June probably at Clarke County Park
- Enlist volunteers to help with getting out the word and final event.
- Keep BOD updated on your progress.

Fall Curriculum Sale

Job Duration: 1st Thursday in October

Post: TBD

Nota Bene: There will be 4 volunteers for this event.

Duties:

Volunteers 1-2:

- **Be available to help for an all day event and be prepared for some heavy lifting**
- Be involved in planning for sale
- CCS cash box needs 50.00 (in small bills) for change to start the sale (Loan---until cash box has enough for change)
- Setting up (making signs, putting up signs with painters tape, setting up tables, organizing and displaying books, etc.)

- If tables are needed from the CCS storage unit--pick-up and return (tables may need to be stored at the church until the following week) to be coordinated with the volunteer who accepts Volunteer 4 position
- Collecting Cash during sale
- Totaling Sales
- Loading unsold books into a large vehicle during 4th period
- Loading unsold books into a large vehicle during 5th period
- Ensuring the Program Coordinator has money to give to the bookkeeper.
- Send the Program Coordinator a recommendation of improvements for the following year ---to be reviewed and then forwarded to the administrator.

Volunteer 3 Job Description:

Note: It is difficult to find a mom who is available the entire day! Delivering the boxes of unsold items takes some additional time so this is a separate task. Family members may help with this.

- Access to a large vehicle
- Make arrangements to deliver unsold books
- If tables are needed from the CCS storage unit--pick-up and return (tables may need to be stored at the church until the following week)
- Be available to assist in loading unsold boxes of books & deliver them

Latin Awards Coordinator

Job Duration: All school year

Post: Various sites

Duties:

- Buy large envelopes and paper for printed awards
- Organize awards as they come in by student into envelopes
- Print certificates for the awards that need printing
- Communicate with, and get teachers and principal signatures
- Update spreadsheet as awards come in
- Put all information into word documents for wall of awards (ability to format in word is required)
- Print all certificates for wall of awards
- This job requires a lot of printing so a good printer is recommended.
- Put up wall of awards on the day of the awards
- Organize a list by Latin teacher so they can read their student's names

Latin Testing Coordinator

Job Duration: All school year

Post: If testing takes place on-site it is located in the Sanctuary

Duties:

- Administration of all non-CCS Latin and Greek tests
- Registers students for the tests, collects the testing fees from students and pays the testing organization.
- Administers the tests, mails paper test answer sheets, and tracks the test results.
- There are approximately 11 tests administered each year, either in paper format or online.
- Informs students of essay contest opportunities and submits essays on behalf of CCS.

Certamen Coordinator

Job Duration: All school year

Post: on site and various school locations for Certamina

Duties:

Memory Period Monitor

Job Duration: All school year

Post: Basement Room C4

Duties: Memory Period Monitor duties include providing adult supervision of the CCS Memory Period. This is student lead but the monitor must be on site to provide an adult presence. Memory Period meets every Thursday morning except during Classical Enrichment days from 8:10 to 8:25 am.

Classical Enrichment Assistants

Job Duration: All school year

Duties: Classical Enrichment Assistant would include meeting with the CE team (Jennifer Albertson, Nancy Juday, and Heather Campbell) either in person or through Zoom, advertising CE events, helping to provide necessary materials for CE events, and being present at CE to assist with activities and monitoring students. Volunteers can commit to helping either half of the year or the whole year. Please note there are six CE days throughout the year and they are held on the 2nd Thursday afternoon of each month from 2:00 to approximately 3:30 pm. For more information, please contact Jennifer Albertson at jenniferalbertson6@gmail.com.

Nursery Coordinator - The nursery roster is sent by the registrar. The bookkeeper makes a spreadsheet to track payment.

Job Duration: All school year

Coordinator must -

- After registration, start building the schedule by finding 2 sitters per hour when children are scheduled (more if there are more than 5 children to babysit). The nursery is only available to teachers in the hours they teach, Latin parents while they are in Latin class and parents while they are engaged in their service task.
- Before school starts, send a message to the sitters and parents signed up that explains the rules and lays out the schedule.
- Fill in the sitter information on the spreadsheet so that the bookkeeper can pay the sitters.
- Check on the nursery each week.
- Coordinate with the sitters to be aware of any issues.
- Find substitutes when sitters are absent.

Snack Store Coordinator - Set up, man the store, and break it down weekly.

Job Duration: All school year

Thursday Pizza Fundraising -

Job Duration: All school year

Duties:

- Send in ASW announcements to CCS Admin. two weeks before pizza week.
- Print out extra order slips to be kept at the Greeter's Station, calculate pizza orders along with the payment, place order, pick up pizzas on the Thursday, and pass out the pizzas.
- Give funds raised along with the calculations to the bookkeeper.
- Pizza orders are done in the months of Oct., Nov., Dec., Jan., Feb., March, April, and May.