

**ST. MATTHEW'S ELEMENTARY SCHOOL**  
**Parent Participation Program (PPP) – Job Areas 2017/2018**

AREA OF ASSIGNMENT	JOB DESCRIPTION	DATE / TIME	REQUIRED RESOURCES
<i>SELECT 3 AREAS OF INTEREST IN ORDER OF PREFERENCE (1, 2, 3)</i>	<i>CHECK OFF SPECIFIC JOB TASK OF INTEREST</i>	<i>MARK CHOICE IF APPLICABLE</i>	
<b>Traffic Control &amp; Supervision</b>          <b>INTEREST # ___</b>	<input type="checkbox"/> <u>Traffic Signs Setup</u> – take out of storage all traffic signs & cones, and assemble in designated areas  <input type="checkbox"/> <u>Traffic Controller/Supervisor</u> – ensure traffic flow adherence in designated areas; assist children out of vehicle at drop-off area; ensure safety measures are being followed by school community  <input type="checkbox"/> <u>Lunch Supervision</u> – assurance of overall student safety during Lunch recess (indoor or outdoor); general supervision during in-class lunch eating time	Weekly Monday – Friday M/T//W/TH/F (circle one) 7:15am – 7:45am  <input type="checkbox"/> Weekly Morning Shift M/T//W/TH/F (circle one) 8:15am – 9:00am <input type="checkbox"/> Weekly After School Shift M/T//W/TH/F (circle one) 2:30pm – 3:15pm  Weekly Lunch Shift M/T//W/TH/F (circle one) 12:00pm – 1:00pm	2 – 3 families throughout the week  6 families/shift each day  3 families/shift each day  2 families/shift each day
<b>Office Support</b>  <b>INTEREST # ___</b>	<input type="checkbox"/> <u>Administrative Helper</u> – assist with any required front office help; under the direction of Office Manager  <input type="checkbox"/> <u>Teacher Helper</u> – assist with any Grade projects; under the direction of respective Teacher  <input type="checkbox"/> <u>Lamination Helper</u> – assist with any lamination projects; under the direction of Office Manager	Weekly Wednesday 9:00am – 10:00am  Weekly Thursday 9:00am – 10:00am  Weekly Tuesday 9:00am – 10:00am	1 family  1 family  1 family

	<input type="checkbox"/> <u>Kindergarten Helper</u> – assist with cleaning/sanitizing of Kinder toys; under the direction of Kindergarten Teacher	Weekly Friday (take home toys and bring back Monday)	1 family
<b>Fundraising Initiatives</b>  <b>INTEREST #</b> _____	<input type="checkbox"/> <u>Pancake Breakfast</u> – attend all necessary team meetings (at least 3); assist with planning and implementation of event; assist on the day of event with assigned tasks (kitchen help/cooking/setup/cleanup/serving); assist with any required supply runs	Monthly event (Sunday) 7:30am – 1:30pm (team members on rotation)	28 families
	<input type="checkbox"/> <u>Flower Sales</u> – attend all necessary team meetings (at least 2 meetings); assist with all planning, promotion and sales associated with implementation of fundraiser	Seasonal Projects (Christmas/Spring)	4 families
	<input type="checkbox"/> <u>Healthy Lunch Program</u> – attend all required team meetings (at least 2 meetings); planning and implementation of school hot lunch program	<input type="checkbox"/> Lunch Coordinator on Term basis (circle one Term) Weekly Wednesday 11:30am – 1:30am Term 1 October - December Term 2 January - March Term 3 April - May	5 families/term
	<input type="checkbox"/> <u>Walkathon/Golf Open</u> – attend all team meetings (at least 3 meetings) per event) in order to successfully roll out each event; responsible for planning, implementation and day-of-event tasks	Seasonal Projects May Walkathon June Golf Open	1 family  10 families

<p><b>School Initiatives</b></p> <p><b>INTEREST # _____</b></p>	<p><input type="checkbox"/> <u>Building Maintenance</u> – responsible for the cleaning of classrooms, library, front office and lobby</p> <p><input type="checkbox"/> <u>Library</u> - responsible for all aspects of school library (cataloguing books, maintenance of books/supplies, data entry, etc.) assist with specific Grade library times on assigned days</p> <p><input type="checkbox"/> <u>Recycling</u> – responsible for school recycling program; collection of all bottles/cans, etc. from school recycling bins and sorting/delivery at bottle depot; yearly account of funds raised from program</p> <p><input type="checkbox"/> <u>Health Care / Equipment Maintenance</u> – responsible for: school-wide head checks, maintenance of equipment &amp; PE equipment room, and cleaning of iPads and Chrome Books</p> <p><input type="checkbox"/> <u>Extra-Curricular Athletics</u> – assist with team coaching (led by PE Director) for specific teams on a seasonal basis; attend all practices and games</p>	<p><input type="checkbox"/> Weekly Wednesday (wipe down of classroom desks and counter tops) 3:00pm – 4:00pm</p> <p><input type="checkbox"/> Monthly Saturday (Second and fourth Saturday; thorough cleaning of assigned rooms/areas) 1:00pm – 3:00pm</p> <p>Day/Time to be assigned during the school week (1 day/week)</p> <p>Day/Time to be assigned during the school week (1 day/week)</p> <p>Monthly Tuesday (every third Tuesday) 9:00am – 12:00pm</p> <p>Weekly (check preferred team)</p> <p><input type="checkbox"/> Volleyball (Fall)</p> <p><input type="checkbox"/> Soccer (Boys Fall / Girls Spring)</p> <p><input type="checkbox"/> Basketball (Winter)</p> <p><input type="checkbox"/> Cross Country (Fall)</p> <p><input type="checkbox"/> Track and Field (Spring)</p>	<p>2 families</p> <p>19 families</p> <p>8 families</p> <p>4 families</p> <p>4 families</p> <p>5 families</p>
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	<input type="checkbox"/> <u>Scholastic Book Fair</u> – responsible for successful implementation of 2 Book Fairs throughout the school year; overall management of the initiatives with support from Teacher Representative  <input type="checkbox"/> <u>Scholastic Book Order Entry</u> – data entry required for ongoing Grade book orders throughout the year  <input type="checkbox"/> <u>Multi-Media</u> – assist with school website maintenance, yearbook (support from Teacher Rep and students), school-wide photography (used in various formats), videography of school presentations, and any marketing materials (required by Principal and PEC)	<p>Fall and Spring timeframes</p> <p>Take home work based on orders received</p> <p>Ongoing throughout the school year; project/assignment based</p>	<p>4 families (book fairs)</p> <p>1 family</p> <p>4 families</p>
<b>Parish Initiatives</b>  <b>INTEREST #</b> ____	<input type="checkbox"/> <u>Parish Events</u> – responsible for participation in the following events: <i>International Brunch</i> – attend all meetings initiated by Parish Committee and School Event Committee prior to event; assist with the planning, implementation and day-of-event tasks <i>Spring Dinner and Dance</i> – attend all meetings initiated by Parish Committee & School Event Committee prior to event; assist with the planning, implementation and day-of-event tasks  <input type="checkbox"/> <u>PREP</u> (Parish Religious Education Program) – provide teaching assistance to assigned Grade; attend all Wednesday classes, catechist workshops and meetings  <input type="checkbox"/> <u>Soup Kitchen</u> – supervise Grade 5 groups as they assist Soup Kitchen; under the direction of Ministry	<p>September timeframe</p> <p>June timeframe</p> <p>Weekly Wednesday 6:30pm – 7:45pm (in-class time)</p> <p>Weekly Wednesday 9:00am – 10:00am</p>	<p>6 families</p> <p>6 families</p> <p>1 family</p>
<b>Pay in Lieu</b>	<input type="checkbox"/> This option is available for families who cannot commit to any Area of Assignment throughout the school year. Choosing this option means you are paying a total of \$800 for 2017/2018.	Please attach cheque dated September 1, 2017 in amount of \$800 (made payable to St. Matthew's Elementary School)	

