

KNEEL Home Education Association

Service Team Positions

All members of KNEEL will serve on a Team as well as in the classroom as an assistant 2-3 times during the school year. Every co-op member will rotate serving as a classroom assistant (*with the exception of board members, and teachers*). The amount of time an individual will be out of Moms' Time will be minimal.

Board Members

Board members must be available to attend monthly meetings, the New Member and the Parent meetings both held in August, two all day planning sessions in August and March, as well as additional duties as they arise.

Administrator: Assumes responsibility for all co-op matters. Represents the co-op in both public and private venues.

Asst. Administrator: Works with and assists the Administrator with the general operations of KNEEL Home Education Association.

Fundraiser Leader:

Oversees and plans fall and spring fundraising events for KNEEL. Works with fundraiser team to collect possible donations for Christmas Silent Auction, handling milk cap collections, General Mills Box Top collection, and Capri Sun pouch collections.

Moms' Time Leader: Plans, coordinates, and facilitates Moms' Time based on a yearly, Biblically based theme.

Registrar: Coordinates all registration for new and current members of KNEEL. Serves as the contact person for all new prospective members.

Secretary: Coordinates all communication needs for KNEEL including the website, email updates, and keeping the minutes at board meetings, etc.

Treasurer: Responsible for all financial aspects of the co-op including the budget, tuition payments, teacher payroll.

Service Team Positions

Hostess Team: (2-3 people)

This team coordinates and handles set up of snacks and coffee at all co-op meetings, and all other co-op related meetings.

Community Life Team: (2-3 people)

This team welcomes new members and coordinates all Moms' social events outside of KNEEL.

Field Trip Team: (2-3 people)

Organize and plan monthly field trips for students of all ages in KNEEL.

Fundraiser Team: (3 people)

Works with Board Fundraiser in contacting local companies for possible donations for Christmas Silent Auction. This team will also handles milk cap collections, General Mills Box Top collection, and Capri Sun pouch collections.

Moms' Time Team: (2-3 people)

This team works with the Board Moms' Time Leader coordinating bimonthly meetings and/or speakers to offer support for Moms' of KNEEL based on a yearly, Christian theme.

Student Monitors Team: (5-7 people)

This team is responsible for supervising check-in, Friendship Time, and snack time during co-op. They are also responsible for monitoring and assisting Parent Classroom Helpers via the walkie-talkies.

Student Events Team: (2-4 people)

Plan, organize, and facilitate the Student Events. The annual events are determined by the board, but events have included Student Interests Day, Christmas party, Academic Fair and Olympics.

Yearbook Team: (2-3 people)

Hire a professional photographer for Picture Day to take individual and class pictures for the yearbook. Book the photographer for the following year. Plan the layout and writing of the yearbook including pictures of field trips and other co-op events throughout the year. Gather printing quotes and coordinate the production and delivery of the yearbooks.