



6657 W. OTTAWA AVE. #A-17

LITTLETON, CO 80128

(720)-922-3296

(720)-922-3296 (FAX)

WWW.FRONT RANGE CHRISTIAN.ORG

"... in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge." Col 2:2-3

July, 2009

Dear Parents,

You play a vital role in the effective functioning of Front Range Christian School through your support and servant leadership hours. Please review the goals and guiding principles below, as well as the opportunities outlined on the following pages. While this document just provides a summary of the needs, additional information and approximate time commitments are available by calling or the administration office at (720) 922-3269.

FRCS Parental Servant Leadership Goals and Guiding Principles:

Goals:

- ❑ To give parents an opportunity to partner in the education of their children through servant leadership – choosing one or both of the following: (1) Participating in Stand in the Gap or (2) Serving a minimum of 60 hours per school year (80 hours for families who receive tuition assistance)
- ❑ To give students the opportunity to interact with the broader school community
- ❑ To support the teachers, staff, and board members in the many tasks of running a school
- ❑ To provide an opportunity for parents and teachers to build relationships, walk in grace and truth with one another, and grow as disciples of Christ through their experience at FRCS

Guiding Principles:

- ❑ Families not participating in Stand in the Gap are expected to serve a minimum of 60 hours per year. Exceptions can be made for families with extenuating circumstances (single parent, etc.) Families who receive tuition assistance are expected to serve 80 hours per year.
- ❑ Parent servants support the teachers, staff, and leadership of the school by willingly serving and responding to their direction.
- ❑ All parents report to the principal, teachers, staff, servant-leader coordinator (SLC) or possibly a board member.
- ❑ Siblings not enrolled at FRCS need approval from the SLC to accompany their parent while serving during school hours.

ELEMENTARY EDUCATIONAL SUPPORT (See Nancy Barker with questions)

- *Lunch Duty Aide**** – Please commit to a specific day of the week – may be once a week or once every other week

Assist teachers during lunch from (times TBD) by providing oversight for student safety, relationships, and help facilitate lunch room clean up.

Please indicate day(s) you are available:

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

Weekly ____ Every Other Week ____

- *Recess Duty Aide****

Assist teachers on the playground from (times TBD) by providing oversight for student safety.

Please indicate day(s) you are available:

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

- *AM Door Monitor/Greeter**** – Arrive at 7:35 a.m. and stay until 8:00 a.m. to welcome students at drop-off. Commit to a specific day of the week, may be once per week or once every other week.

Please indicate day(s) you are available:

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

Weekly ____ Every Other Week ____

- Nursing Duties – RN Requirement**

Completion of application, security check, interview, and approval by principal are required.

Please indicate day(s) you are available:

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

- *Friday Folder Stuffer** – Thursday afternoons, 1 to 2 hours per week. May be weekly or once every other week.

Weekly ____ Every Other Week ____

* Will require brief training

** Since this is a daily need, when parents sign up for a particular day/duty, they will be responsible to arrange for a substitute if they are unable to be there.

- Teacher Care Coordinator** (Will count for 30 hours) – Coordinate parents to provide snacks/food for the following: Friday Morning Devotions (approximately once per quarter), Teacher Appreciation Luncheon (once per year), Parent Teacher Conferences (twice per year).

- Grandparents' Day Coordinator** (Will count for 20 hours)
Organize parents to form a Grandparents' Day Committee to provide food, decorations, help with set-up/tear-down, etc.

- Room Mom Coordinator** (Will count for 20 hours) – Coordinator is responsible for recruiting Room Moms for each class room, and then coordinating the Room Mom Appreciation luncheon. (Luncheon requires coordinating food, help with serving, decorations, set-up and tear down.)

- Room Mom** (Will count for 30 hours – need 1 or 2 parents per class)
Assist a particular teacher throughout the year with class parties, field trip coordination, etc. Teachers request an average of 1 hour a week.

- *Photocopying** – Photocopy jobs for teachers: One day per week, typically one hour

- Classroom/Hallway Display Help** – Assist teachers with classroom displays on an as-needed basis.

- P.E.P.S.I. (Practical Educational Program for Student Involvement) Day Committee** (Could use 3 parents each event) – Assist staff in planning/execution of P.E.P.S.I. Day (2-3 times per year).

- Event Judges for Science Fair/Speech Meet** – Commit to come to any training that is needed and support actual event.

- DI Team Manager** – (Will fulfill all hours) Meet weekly with team and assist as needed

- Concert/Musical Assistant** – Assist music teacher as needed

- Library Aide** – Cover paperback books, etc.

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- Art Aide** – Assist art teacher with various duties, including framing and/or displaying of students’ art work, etc., typically at end of school year.

- Classroom Helper** – Time commitment varies per grade level/specials classes.

- Substitute Teachers**
Completion of sub teacher application, security check, interview, and approval by principal are required.

- Enrichment Class Teachers**
Plan and teach an after-school class that meets once per week for 8 weeks. Approval of class topic, completion of sub teacher application, security check, interview, and approval by principal are required.

- Classroom Aide**
Assist teacher on a regular basis in a variety of ways: tutoring students, leading learning center or reading groups, grading papers, etc.

- 6th Grade Continuation Coordinator** (6th Grade Parent)
Communicate with 6th grade teachers to determine what kind of reception is desired and then organize other parents to carry out the plan.

JR/SR HIGH EDUCATIONAL SUPPORT (See Nancy Parker with questions)

- Parent Helpers/ Photocopying/Friday Folder Stuffing/Office Help**
(1 – 2 parents per week, 2 more at start/end of each semester)
Weekly office/teacher assistance with photocopying and stuffing of Friday folders. Also at beginning of the year and semester, helping to track, follow up on and file various forms.

Please indicate day(s) you are available:

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

- Elective Teachers (Application, Interview and Security Check Required)**

* Will require brief training

** Since this is a daily need, when parents sign up for a particular day/duty, they will be responsible to arrange for a substitute if they are unable to be there.

People skilled in their field who can give time and expertise in teaching students. Good classroom management skills important.

Please indicate day(s) you are available:

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

Nursing Duties – RN Requirement (Application and Security Check Required)**

Please indicate day(s) you are available:

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

Lunch Assistance* (2 parents needed per day)

Lunch assistance is needed from approximately 11:20 – 12:20, except Wednesdays which is 11:15 – 1:00 p.m. Assist staff in passing out pre-ordered lunches to students, following guidelines provided to help supervise 7th – 9th grade students during the lunch hour. Consistency in this position is desired.

Please indicate day(s) you are available:

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

Assistance in data entry of monthly lunch orders is also needed and could be done from home computer.

Substitute Teachers (Application, Interview and Security Check Required)

On call as needed; good classroom management skills important. Perhaps help with grading of certain assignments.

Sophomore Parent Coordinator for Graduation

Recruit and coordinate sophomore parents to assist with the details of graduation as assigned by the principal such as set-up/tear-down, ordering/serving cake and punch, purchasing and putting up decorations.

Teacher Appreciation Coordinator

Coordinate parents to provide snacks/food for the following: Monday afternoon staff meetings, Teacher Appreciation Luncheon (once per year), Parent Teacher Conferences (twice per year), Teacher In-Service/Week before school luncheon (3 times per year)

Field Trip/D-Group Drivers

* Will require brief training

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Drivers for field trips and discipleship group activities and service projects; proof of insurance and valid driver's license required.

Junior Class Parents Prom Committee Coordinator

Recruit a team of junior class parents to work with the junior class students and administration in developing a prom theme, raising funds, decorating, set-up/clean-up of all prom events.

FACILITY SUPPORT (See Rod Ross with questions)

Car Drop-off/Pick-Up* (1-2 parents at each campus, each shift)
Greet students, help direct traffic, and ensure safety in the parking lot 30 minutes before school starts for drop-off and 15 minutes before school gets out for pick-up.

Indicate the day(s) and campus you are interested in:

Monday____ Tuesday____ Wednesday____ Thursday____ Friday____

Landscaping

Mowing, weeding, trash removal, fertilizing, pruning, irrigation, general grounds maintenance.

Construction

Skilled: HVAC, plumbing, roofing, electrician, drywall, painting, flooring, etc.
Unskilled: Hauling of material, moving help, general clean-up, etc.

Skilled

Unskilled

Snow Removal

Plow driver (if you own your own plow), shoveling sidewalks for Pierce Street Village and Jr/Sr High Campus. Be on-call for snow days.

Janitorial

Carpet cleaner, window washer, general school janitorial work (i.e., dusting, vacuuming, mopping, trash removal, general cleaning, etc.)

Vehicle Maintenance

Provide maintenance on FRCS vans (i.e., changing oil, tire pressure, fluid levels, emissions testing etc.)

General School Work Days

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Twice per year (6 to 8 hrs each day) – General cleaning, janitorial, grounds-keeping, trash removal, etc.

ADMISSIONS/MARKETING (See Scott Thistlethwaite with questions)

Admissions:

- Ambassador Program Coordinator** - 2-3 hour per week (July, August, and January) **This position is filled for 09/10.**

Striving for excellence in welcoming new families to FRCS, the Ambassador Program matches up newly enrolled families with current FRCS families for the purpose of connecting with one another and helping them get plugged in to the school environment.

- Assembling application packets (photocopying)**. 2 hours/month, October, January and February.

- Events: Open Houses, New Parent Reception**(3 hours per week, January – April)
Room set up/tear down, on-campus signage, refreshments, greeters, etc.

- Re-enrollment Day** (5-10 parents, 2-10 hours in January)
Room set-up/tear-down, signage, refreshments, greeters, staff tables.

- Homeschool Enrichment Program (1st-3rd) & Homeschool Options Program (7th-12th)** - Approximately 2 hours per month, year round
Maintaining contact with homeschool community via e-mails, phone calls, distributing info.

Marketing:

- Open House Promotion** - Multiple people needed 4-20 hours during school year
Posting event info in various community calendars (YourHub.com, Columbine Courier, etc.); contacting churches to post info in bulletins and lobbies; contacting local media to promote open houses; securing and staffing alternative info events (i.e., Roxborough, Highlands Ranch, church lobbies/foyers, etc.)

- Signage** - Multiple people needed 10-60 hours, year-round

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Posting Open House flyers and yard signs (+ other FRCS events) to businesses, ministries, etc.; Pierce Street Village Sign (changing the message every week).

Community Events - Multiple people needed 10-60 hours, year-round Staffing info tables to promote FRCS (Summerset Festival, Taste of Gables, Colorado Home Educators Conference, Christian School Expo, church events, etc.)

Photographs - Multiple people needed on a monthly basis, 10-60 hours Taking digital photos of students, teachers, parents, volunteers for promo materials.

Web Site - 1-3 hours monthly.
Keeping info updated, adding fresh photos, updating staff photos/bios, maintaining calendar.

Press Releases - 2-3 hours monthly
Good news, stories, events to local media outlets.

COMMUNITY SUPPORT (See Alicia Ciesielski with questions)

Prayer Request Coordinators
Put together a list of parents who indicate an interest in being on the prayer team. Take prayer requests from parents via phone or email. Send those requests to the people on the prayer team.

Hospitality
Support the FRCS leadership by coordinating meals for families in need, Board meetings, etc.

Donor Appreciation
Help organize an appreciation event for our donors once or twice a year. Assist in communication to donors.

Men's Prayer Meetings
Coordination of monthly prayer meetings; set-up/tear-down, e-mailing men, follow-up communication. 1 hour per month, Sept – Nov, Jan, Feb and April.

Board – (Will count for 60 hours)

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Please indicate if you are interested in future openings.
Board members serve a 3-year term. You may serve only 2 consecutive terms.
Board meetings are once a month. Members must be chosen by a selection process as defined in our by-laws.

Missions Coordinators

Coordination of the K-12 missions program at FRCS. This will include mission trips, outreach days, etc.

School Improvement Steering Committee (SISC) – (Fulfills 40 hours)

Please indicate if you are interested in future openings.

Members of the School Improvement Steering Committee meet monthly. This group is to provide collaborative accountability within the school community to improve all aspects of school operations with specific focus on academic quality.

Safety Committee

This committee meets monthly. The purpose of the School Safety Steering Committee is to evaluate existing safety policies, practices, and conditions; evaluate necessary improvements, provide leadership for vision and communications of safety initiatives; direct educational and training efforts of parents, students, and staff; bring resources of knowledge, organizations, and finances to improve safety at FRCS.

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OPERATIONS SUPPORT (See Business Manager with questions)

Information Technology

Run phone/CAT 5 cable, end-of-year software clean-up, beginning of year physical set-up, inventory, Excel manipulation for Library input to RenWeb, training on Microsoft Office packages.

Silent Auction

Assist in the following areas: Solicitations, data entry, communications, publication, decorating, invitations, Live Auction Program Coordination, catering, set-up/clean-up, class project/student basket coordination, entertainment, general donation baskets, runners, reservations, check-out, etc.

Finance Committee - (Fulfills 60 hours) Please indicate if you are interested in future openings.

Monthly review of school financials, analysis of new/existing programs/projects, provide accounting direction to staff. Review audited financials.

BUSINESS DEVELOPMENT SUPPORT (See Dave Sherman with questions)

Holy Grounds Café

Minimum of 4-hour shifts on a weekly/every other week basis. Cleaning, working counter, etc.

Music Academy

Teach lessons, assist with scheduling/promotion, etc.

Publicist

Write weekly newsletter, flyers, promotional material.

Promotional Director

Distribute materials face-to-face, communicate on front lines.

Cafeteria Help

Food preparation, food serving, dish-washing, cleaning facility, set-up/tear-down of tables and chairs, inventories, shopping for supplies.

Roasting Business

Research on world conditions and coffee bean purchasing, roaster, machine cleaner, packager and labeler.

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Accountant/Bookkeeper

Organize/guide partnerships on QuickBooks or Excel for bottom line on all businesses.

Administrative Help

Organize ideas, file, print, etc.

FALCON CLUB/ATHLETICS/ARTS SUPPORT (See Gary Fisher with questions)

Coaching (non-paid positions) (with signed coaching agreement)

Game Day Coordinator (One parent per team per sport)
Coordinate parents to help with game set-up and clean-up.

Team Parent (One parent per team per sport)
Help disseminate vital team information such as meeting/practice times, changes in scheduling, carpooling, etc. This parent will also ensure parents are signed up for gate and concessions/apparel sales tables for each home game.

Costume Coordinator (1-2 parents needed - This would fulfill all required hours)
Coordinate/oversee the procurement, storage, and disbursement of costumes utilized in the Fine Arts Program.

Set/Stage Coordinator (1-2 parents needed - This would fulfill all required hours)
Coordinate design/fabrication of the stage and sets for various Fine Arts productions.

*Will require brief training

Print Name _____

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