

2010-2011 General Service Activities Job Descriptions

Job Type or Tasks/events	Time when job, task/event occurs	Job Description
Helper, First two weeks of school	Sep 2010	Assist board, teachers and students during on-site registration and first 2 weeks of school as required.
Penmanship Contest	Fall 2010	Work with Curriculum Directors to create & distribute flyers, coordinate with the judges & teachers, oversee all the work on the contest day and in preparing certificates & awards.
Food Drive	Nov or Dec 2010	Support Board and Student Council members on this school-wide community service project including but not limited to determining charity to support, act as liaison to charity, plan food drive timeline, organization, incentives etc.
Chinese New Year Celebration	Jan-Feb 2011	Work with PTA Directors to plan and coordinate the activities for the whole school to celebrate Chinese New Year during one Friday class time.
Speech/Readaloud Contest	Mar 2011	Assist the Curriculum Directors to coordinate and carry out the contest.
Promotion Ceremony	Apr-Jun 2011	Interface with Board and coordinate Promotion Ceremony including location, performers, hospitality, ordering of awards etc.
General Helper	As needed	Assist the Board with miscellaneous events such as Mid-autumn Festival, holiday celebrations, picture day, yearbook preparation etc.