

WISPA Roles & Responsibilities

Title	Role
<p>Division Coordinator(s) (Middle School)</p>	<p>The Division Coordinator(s) for Middle School are responsible for overseeing all MS WISPA sponsored activities.</p> <p>Coordinator should act as liaison to Middle School Principal.</p> <p>There should be two MS Coordinators, one of whom can serve as WISPA US rep.</p>
<p>Responsibilities</p>	
<p><u>Duties for start of school year:</u></p> <ul style="list-style-type: none"> ● Recruit volunteers for Class Parents. ● Schedule monthly MS parent meetings. Coordinate dates with MS Principal to ensure his/her availability. ● Reserve venue for targeted dates. ● Schedule monthly pre-meeting (3-5 days prior to MS meeting) with Middle School Principal for the purpose of reviewing agenda as well as discussing other initiatives between WISPA and WIS. ● If necessary for recruiting, attend or provide materials for Back To School Night to promote volunteering. <p><u>Duties throughout school year</u></p> <ul style="list-style-type: none"> ● Help WISPA president identify heads of key initiatives, particularly events occurring in September and October. ● Set agendas. ● Meet with division Principal prior to meetings. MS Principal will identify/choose what to speak on, though you can request concern(s) be covered. ● Organize and take minutes at the monthly Parent Meetings where all parents meet with the division principal. Circulate minutes to administration prior to submitting to communications office for posting on the parent portal, preferably by the week following the meeting. ● Keep meetings on an efficient, professional pace, moderating discussion when needed. ● Coordinate with class parents the activities and events involving the classes in their division as needed. ● Pass information to the class parents. Support chairpersons for adequate volunteer coverage for all WISPA/Middle School activities including: <ul style="list-style-type: none"> ○ Welcome Back Picnic ○ International Dinner ○ Communicate with WISPA MS rep and US coordinators to plan <ul style="list-style-type: none"> ▪ Parent/Teacher conferences in November: ▪ Holiday Reception and Teacher/Staff Gifts ○ Advancement event(s) (e.g. Auction/Fundraiser) ○ Spring Bazaar ○ 8th Grade Graduation 	

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Title	Role
<p>MS Class Parents (6th, 7th, 8th Grades)</p>	<p>Class Parents should oversee and communicate all activities related to their specific grade. There may be one or two class parents for each grade.</p> <p>Act as liaison between teachers and MS Rep/WISPA. Communicate closely with and provide support to teachers.</p> <p>Attend MS Meetings to report on grade initiatives, issues, highlights etc.</p>
Responsibilities	
<ul style="list-style-type: none"> • Send email week before school starts to entire grade introducing yourself and giving your contact information to parents, and introducing/welcoming new families. . • Attend MS monthly meetings and help maintain professionalism and efficiency within meetings. • Support MS coordinators to ensure volunteer coverage for WISPA sponsored activities from grade parents or students. • Monitor concerns, highlights and activities within each grade. • Communicate and work closely with Middle School Coordinator(s). • Communicate with staff grade coordinators regarding events and projects for their grade. • Communicate regularly with parents to update on upcoming events/reminders, volunteer needs, student activities, speakers etc. and distribute information to homeroom coordinators. <p><u>Specific Grade Responsibilities:</u></p> <p><u>6th Grade:</u></p> <ul style="list-style-type: none"> • Send regular reminders to parents of particular grade events. • Answer parent questions as best able and help find/refer them to appropriate contacts to address issues/questions • Organize at least one or two grade level coffee or evening socials during the year. <p><u>7th Grade:</u></p> <ul style="list-style-type: none"> • Send regular reminders to parents of particular grade events. • Answer parent questions as best able and help find/refer them to appropriate contacts to address issues/questions • Organize at least one or two grade level coffee or evening socials during the year. • Coordinate 8th Grade Graduation Lunch. • Welcome new families in the Spring. <p><u>8th Grade:</u></p> <ul style="list-style-type: none"> • Send regular reminders to parents of particular grade events. • Answer parent questions as best able and help find/refer them to appropriate contacts to address issues/questions • Organize at least one or two grade level coffee or evening socials during the year. • Coordinate/communicate Language trip activities and activities for visiting correspondents. • Help 7th Class Parents plan 8th grade Graduation Lunch. 	