

WISPA Roles & Responsibilities

Title	Role
Division Coordinators (Upper School)	<p>The Division Coordinator for Upper School is responsible for overseeing all US WISPA sponsored activities.</p> <p>Coordinators should act as liaison to Upper School Principal.</p> <p>There should be two US Coordinators, one of whom can serve as WISPA US rep.</p>
Responsibilities	
<p><u>Duties for start of school year:</u></p> <ul style="list-style-type: none"> ● Recruit volunteers for Class Parents. ● Schedule monthly US parent meetings. Coordinate dates with Principal of Upper School to ensure his/her availability. ● Reserve venue for targeted dates. ● Schedule monthly pre-meeting (3-5 days prior to US meeting) with Principal of Upper School 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. US Principal will identify/choose what to speak on, though you can request a concern(s) is 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 the activities and events involving the classes in their division. ● Pass information to the class parents. ● Support chairpersons for adequate volunteer coverage for all WISPA/US activities including: <ul style="list-style-type: none"> ○ Welcome Back Picnic ○ International Dinner ○ Communicate with WISPA US rep and MS 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 ○ Prom ○ 12th Grade Graduation 	

WISPA Roles & Responsibilities

Title	Role
<p>US Class Parents (9th, 10th, 11th, 12th 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 parents and US Rep/WISPA. Communicate closely with and provide support to teachers.</p> <p>Attend US Meetings to report on grade initiatives, issues, highlights etc.</p>
<p>Responsibilities</p>	
<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 US monthly meetings and help maintain professionalism and efficiency within meetings. ● 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 Upper School Coordinator(s). ● Communicate regularly with parents to update on upcoming events/reminders, volunteer needs, student activities, speakers etc. and distribute information. Remind parents to read @WIS and refer to Parent Portal for information. <p>Specific Grade Responsibilities:</p> <p>9th Grade:</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>10th Grade:</p> <ul style="list-style-type: none"> ● Send regular reminders to parents of particular grade events. ● Organize a weekly rotation system for each family to bring items for the grill every Friday in coordination with Grill Chair. ● Driver's Education (this may be undertaken by WIS admin in future years): <ul style="list-style-type: none"> ● Contact Facilities, Dale Temple, to coordinate and advertise classes starting in November/December. Solicit interest in Driver's education class-organize if interest from parents/students. <ul style="list-style-type: none"> - In recent years Dale Temple has organized directly with I Drive Smart (http://idivesmart.com/) to get a mutually convenient set of dates/time and location at WIS). Communicate the registration process to parents.. ● Coordinate/communicate New Orleans/service trip activities. ● 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>11th Grade:</p>	

- Send regular reminders to parents of particular grade events.
- Answer parents' 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.
- IB: If necessary, remind the parents of critical IB deadlines and meetings with college counselors, etc.
- If parents are interested, organize a meeting or social between 11th and 12th grade parents to share information about IB and college application process.
- Prom: Organize or delegate organization of a prom committee to organize junior/senior prom.

12th Grade:

- Send regular reminders as needed to parents of particular grade events.
- Answer parents' 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.
- IB: If necessary, remind the parents of critical IB deadlines and meetings with college counselors, etc.

- Graduation: Organize or delegate organization to coordinate with US administration on graduation events.