

***Indicates the job is a great "Work-From-Keyboard" Volunteer Op!**

KHS PTA JOB DESCRIPTIONS

(Revised January 2020)

EXECUTIVE BOARD

All Executive Board positions are 2 year commitments (except where otherwise noted) and require attendance (in person or via phone) at monthly Executive Board meetings and four General PTA Meetings.

Co-Presidents [1st year and 2nd year]

- External facing representative of KHS Elementary School. Represent KHS as delegates to the District PTA council, Superintendent, and the Board of Education. Co-Presidents attend one District Council PTA Presidents meeting and one "Brown Bag" meeting with the District Superintendent each month. In addition, the presidents attend bi-monthly BoE meetings. They also attend BOF and RTM meetings as needed/ requested by the PTA Council during budget discussions.
- Lead, motivate and coordinate the KHS PTA Executive Board. As chair of the KHS PTA Executive Board, they set agendas for monthly Executive Board meetings and four General PTA meetings.
- Maintain a close working relationship with the Principal and staff. Work with Principal and main office assistants to determine the youngest member of each family and create teacher lists accordingly for distribution of paper flyers throughout the school year.
- Facilitate communication between the PTA and parents through a weekly email communication (Cheetah Chat). Additionally, they will keep parents apprised of District legislative and budgetary issues.
- Oversee the PTA committees and ensure all chairs are supported in their efforts.
- Both presidents serve on the Grants Committee.
- Maintain fiscal responsibility and overall financial well-being of the PTA.
- This is a two to three year position comprised of a first and a second year president working together. The third year is served as Past President on the Executive Board (see below).

Co-Treasurers [1st year and 2nd year]

- Prepare and maintain an annual budget and present monthly reports to the Executive Board.
- Pay bills, monitor expenses, collect money from committees for deposit and perform monthly bank reconciliation.
- Ensure national and state PTA membership and insurance requirements are maintained.
- Works with the accountant to prepare tax returns. Prepares 1099s and tax letters for PTA donations, and provides information to the Audit Committee.
- Second year Treasurer serves on the Grants Committee.
- This is a two year position. The first-year treasurer manages all the deposits and the second-year treasurer issues checks.

***Co-VP Volunteers [1st year and 2nd year]**

- Develop yearly online volunteer survey with Executive Board input on event dates/details at the beginning of the year. Disseminate survey, compile and organize volunteer committee lists and forward to PTA chairs.
- Coordinate communication/establish intro between chairs and committee members, establish timelines and preparation for all events, ensure timeline is being followed leading up to events with occasional check-ins/status check emails to event chairs.
- Attend all key events and help get additional volunteers when needed.
- Responsible for outreach to all new PTA members to establish relationships and encourage participation in events/activities.
- Collect and maintain Event Report Forms from Chairs in PTA Drive following each event.

Co-VP Fundraising [1st year and 2nd year]

- Oversee all existing PTA fundraising activities by assisting the various fundraising committee chairs.
- Attend and provide updates to KHS PTA Executive Board at monthly meetings related to ongoing fundraising efforts/events.
- Evaluate overall effectiveness of PTA fundraising efforts and makes suggestions to the Executive Board for program improvements and the addition or removal of specific fundraising programs.

***VP Public Relations and Communications**

- Develop and coordinate key messaging around KHS PTA initiatives throughout

the year; to be communicated through both internal (i.e. cheetah vision, cheetah chat, flyers, email) and external channels (i.e. local print, online media outlets/and when appropriate TV media) as needed.

- Establish and maintain key local media contacts to promote various KHS PTA initiatives throughout the year.

***VP Technology / Webmaster**

- Maintain the PTA website. Work with Co-Presidents to post announcements, important dates, forms etc.
- Skills required are basic website technology. Training provided by the District Technology team.

VP Social Action

- Coordinates the efforts of the committees designated for community outreach and social service efforts, including Cheetahs Care.
- Meets and works with the Caring Council Advisor (currently Tracey Carbone) in the fall to coordinate community service/outreach efforts for the year.

Secretary

- Records the minutes for both the executive and the general meetings. Distributes and reviews them with the executive board and forwards the finalized version to the executive board. Provides the general meeting minutes to the Webmaster. Maintains minutes in binders.
- Responsible for checking the PTA mailbox in the KHS Mailroom and distributing incoming mail appropriately to the designated folders and mailboxes. Occasionally the secretary will need to reach out to committee chairs to alert them to the fact that mail has arrived for them.
- Responsible for managing the PTA committee 'Thank You' cards.
- Responsible for updating PTA by-laws.

Past President

- Provide support to the presidents, revise bylaws if needed, recruit and advise the Nominating Committee.

GENERAL BOARD POSITIONS

ArtSmart

- A committee comprised of two(2) co-chairs and two (2) committee members

who work together to spearhead the ArtSmart Program at KHS.

- Co-chairs attend district wide meetings with PTA Council Reps and an ArtSmart training session in the fall.
- Recruit ArtSmart volunteers for each classroom and keep volunteers up to date via email throughout the year.
- Lead two meetings for all KHS ArtSmart volunteers:
 - Kick-off meeting in the fall
 - Museum Night planning meeting in early spring.
- Organize Museum Night, typically held in early May. This includes coordinating the layout of the projects and ensuring that each classroom's display is organized. In addition, the committee may choose to develop a special theme and project / entertainment idea to further enhance the event.
- Manage the ArtSmart supply closet; complete an inventory in the beginning and end of year, and tidy up supplies before Summer recess.

***Author Visit (2 volunteers)**

- Work in conjunction with the head of the Library Media Center (LMC) to plan for Guest Authors to visit school.
- Duties include working with the District Council Chair to book KHS date, promote the event, coordinate book sales and autographs, track invoices, host the author during KHS visit, and assist the LMC staff as required to promote the event.

Book Fair Committee

- Organize and run a book fair in the fall during conference week for students, staff and parents, in order to foster reading among the students and to raise funds for the PTA. This is a finite yet intensive job during the week of Book Fair (Conference Week).
- Recruit and coordinate volunteers, setup and take down, promotion of the event and manage and record sales.
- Work with KHS teachers to coordinate preview days and teacher and student wish lists.
- Committee secures the vendor and the dates for the following school year.

***Books as Gifts**

- Work with the LMC Specialist to provide parents with creative ways to buy and/or donate books to the KHS Library.
- Work with the librarian to process book orders.

Book Room

- Three to four parents to help reading specialists organize and maintain the book room. The bookroom is on the third floor in the 2nd/3rd grade wing.
- Teachers check out books for students or small groups to take home in their book bags. Books need to be checked back into the bookroom and then re-shelved.
- Hours for this position are very flexible. Each volunteer would do a one hour shift during the week on a day of their choice.

Bulletin Boards

- Design, arrange and maintain the school's bulletin boards in the front hall. Chairs decorate bulletin boards on a continual basis, based on new and creative ideas and keep track of other Chairs needing to announce their events such as Book Fair, Ice Skating Party, Author Visits and Field Day among others.
- Prior to Meet the Teacher Day, Chairs decorate the front hall Bulletin Board with a Welcome Message. Prior to the end of each month, Chairs obtain a list of the children's birthdays from one of the school secretaries to prepare for next month's Birthday Board which posts the childrens' first names only and their birthdays.

***Cheetahs Care**

- This committee coordinates the holiday fundraiser for the Westport Department of Health & Human services.
- Work with grade level team leaders to determine the fundraising activity for each grade. Collect money raised and organize shopping for families designated by WHS.

Cultural Arts (CA)

- Two (2) Representatives from each school serve for two (2) year term.
- The district council chairs secure 2 performances for the district. The KHS school reps then work with the chairs to organize two all school morning assembly programs. Work with your school's PTA Co Presidents to keep them informed of dates.
- In advance of both shows, coordinate with your school's Principal and Administration and make sure that the stage requirements and logistics are in place.

- Attend both CA Performances at your school and make sure the show runs smoothly. On performance days, please expect to arrive ½ hour before to help set up & greet performers. Either provide the designated school administrator with bio info on the group so that she can introduce them or do the introduction yourself.
- Thank everyone and help close the auditorium.
- Participate in the monthly PTAC Cultural Arts meetings, held from 9:30-11 am on the first Wednesday of each month during the school year to discuss budget and programs.
- Generate ideas for future CA shows. Be an ambassador for CA, building parent awareness and contributions.

Faculty Luncheons (Fall and Spring)

- Chairs plan the menu in line with the given budget, recruit volunteers for food/drink donations, setup /decorate the cafeteria, oversee luncheon and clean up.
- Fall Luncheon usually takes place in the afternoon of "Meet the Teacher."
Spring Luncheon usually takes place on the last day of school.

***Back to School & End of Year Playground Party**

- Coordinate dates with Co-Presidents & Principal, create a flyer for Cheetah Chat, confirm DJ and schedule ice cream and pizza truck.

***Family Photos**

- Plan and promote the photo session(s), collect money & order forms, and distribute instructions to participating families.

Field Day (2 co-chairs and committee)

- This fun filled day, designed to promote school spirit for both students and teachers, is typically held in late May/early June.
- The co-chairs plan and execute Field Day, working closely with the PE Staff and the Principal.
- Co-chairs recruit and coordinate a large number of parent volunteers (over 100) to assist with the days' festivities including setup/takedown and popsicle distribution.

Fifth Grade Committee

- One chair and at least 6 committee members.

Moving Up Sub-Committee:

- Work with administration and parents to develop and coordinate a fifth grade moving up program or event, including graduation day ceremony, lunch and year-end activities.
- Responsible for the Fundraising efforts to help raise money for the year-end events which includes the Fifth Grade Bake Sale (coordinate and publicize Bake Sale, traditionally held on Election Day).
- All volunteers should be parents of 5th grade students with one representative from the 4th grade class if possible.
- Work with the PTA treasurer to determine how fundraising is accounted for.

Yearbook Sub-Committee:

- Comprised of representatives from each grade level to produce the Whole School Yearbook. The Chair of the Fifth Grade Committee shall appoint a chair of the Yearbook Sub-Committee.
- Volunteers to help work on the yearbook may be chosen from younger grades and may be actually helpful with ongoing efforts in the following years.
- There should be "Photographers" included on the committee that will be responsible for capturing the moments of 5th grade to include in the yearbook. (i.e. spirit days, orchestra and band practices, lunch, recess, field trips and any other school events that may want to be included in the yearbook.)

Flags

- Update classroom flags with the current year's teacher names and hang them in the hallway outside of the teachers' rooms. Requires work about a month before school begins to ensure flags are updated and adequate lead time for completion of embroidery by vendor.
- Create and hang laminated signs for teachers, with their names above the tables in the cafeteria. Requires work the week prior to the start of school.

Health & Wellness Advisory Council Reps

- Two (2) Representatives from KHS attend districtwide Health & Wellness Advisory Council meetings; to include review of menus, nutritional information and health and wellness at the schools. There are four committee meetings per year.

***Ice Skating Party**

- Arrange use of the rink with Westport PAL, publicize the event, sell tickets and coordinate volunteers for the event.

***Kindergarten Committee**

***Recess Coordinator:**

- 2 Kindergarten parents. Solicit and schedule volunteers for playground duty. Send out a monthly schedule to volunteers.

***Summer Coordinator:**

- 2 Kindergarten parents. Organize 3 play dates at KHS over the summer. Advertise dates via kindergarten email blast and Facebook.

Library Media Center Volunteer Coordinator

- Chairs work closely with Library volunteers and conduct a meeting in the fall for all volunteers.
- Chairs train the new library volunteers and work closely with the Library Media Specialist (LMS) to schedule the volunteers during specific class times.
- Chairs will be asked to attend district-wide meetings at the Westport Public Library to focus on enhancing the relationship between the schools and the WPL.
- Chairs may be asked by the LMS to work on special projects.

Logo Wear

- Work with vendors (Nice Threads) to put together an assortment of KHS class t-shirts and other clothing.
- Sell (mostly done online but occasionally at KHS events) and distribute items to the KHS community in the fall and spring.
- Chairs promote sale of all Logo Wear items with emails and flyers and send blurbs to Co-Presidents for Cheetah Chat.

Lost & Found

- Maintain the KHS Lost and Found, located in the Cafeteria.
- Two to three times a year, before delivering unclaimed items to charity, Chairs send out email reminders asking parents to check the Lost and Found for their children's belongings.

***Membership/Directory [1st Year and 2nd Year]**

***Membership (1st year position):**

- Before taking on this position, the Chair must sign the User Acceptance Agreement as he/she will have access and editing capabilities to confidential

parent information.

- The Membership Chair maintains the PTA membership list, collects any PTA dues that are paid by check and ensures that if parents do not pay their dues, access to the online directory is turned off until funds are received.
- Chair is responsible for following up on any payment issues/problems with PTA dues.
- In mid-October, the Chair will provide the Treasurer, Secretary, and PTA Presidents with a list of all PTA members, which is used to pay CT PTA dues and used by the Secretary for any voting purposes.

*Directory (2nd year position):

- Before taking on this position, the Chair must sign the User Acceptance Agreement as he/she will have access and editing capabilities to confidential parent information.
- The Directory Chair is the system administrator for the Online PTA Parent Directory. He/she will help parents with registration, logon issues and will also be responsible for editing data of parents who are not PTA members.
- The Chair will assist in training the Membership Chair on how to navigate and use the MobileArq system.

Movie Night/Bingo Night

- Secure date (and movie selection if necessary) with the Co-Presidents and the Principal.
- Coordinate student movie vote, as needed, with Technology Coordinator (Tara Doyle).
- Organize volunteers to promote the event, check people in, help with event logistics and clean up.

***Newcomers**

- Organize and host Newcomers' Coffee prior to Meet the Teacher for families new to Westport/KHS with children in grades 1-5.
- Continue to contact and welcome new families to KHS by periodically checking with the secretaries to find out if any new families have joined the KHS community midyear.

Nominating Committee

- An odd number between 5-9 people work with PTA Past President on the nomination process to create the new Executive and General Board for the

following school year.

- One member will be elected to serve as the Chair; the past president serves in a non-voting advisory role.
- Chair creates and maintains the new slate in an excel spreadsheet and presents to the PTA for approval in May. Seeks broad representation from parents throughout the school.

Pumpkin Palooza Halloween Party

Co-chairs (2):

- Manage the Halloween celebration, which includes leading committee to coordinate ticket sales, volunteers, and activities to create a fun event for students and families.

Committees:

- Food: Manage dinner ordering (usually through Chartwells catering) and dessert table (donations from parents)
- Decorations: recruit parents on committee to hang up decorations the morning of the event. Decorations are in the KHS PTA closet.
- Entertainment: Book entertainment for the evening (DJ, magician, photo-booth)
- Prize Baskets: Collect donations for prize baskets and create exciting baskets for the drawing
- Invitations: Create invitations that go home in backpacks
- Reservations: Manage online and hard copy RSVPs; order and distribute tickets and wristbands
- Fifth Grade Lounge: Work with Mr. Brakeman to secure library for 5th Grade Lounge and turn it into a great hang-out place exclusively for 5th graders

***Rise and Play Chair**

- Host weekly Friday morning meet-ups on the KHS playground at 7:45 in the Fall and Spring months for kids to get their brain juices flowing before school.
- Coordinate with the front office to ensure dates are reserved; monitor weather conditions for possible cancellations.
- Attend each Rise and Play and make sure all the kids and adults walk to the back door to drop off at 8:20am.

***Rise & Read Chair**

- Work with LMC Specialist and PTA Co-Presidents to schedule and organize Rise and Read dates. Chairs bring coffee/hot cocoa, set up and clean up.

***Room Parent Coordinator**

- Select and oversee Room Parents for each KHS classroom.
- The Coordinator sends an email to all Room Parents to review responsibilities and expectations for the year.
- Collect class funds beginning of the year; funds go towards PTA Holiday gifts for staff and Paras.
- Coordinator communicates with room parents on policies, responsibilities, and any joint school efforts such as Teacher Appreciation Week.

Safe School Climate Parent Reps

- Two Parent Reps will work with the School Climate Committee, which is responsible for developing and fostering a safe school climate and addressing issues related to bullying in school.
- This committee will meet approximately four times annually with a team of KHS administrators and faculty on issues affecting school climate.
- Position will require attendance at a training session and reports to the district level committee. This is a two year commitment.

School Gardens

- Plant and maintain the planters in the front school entrance during the school year and during Summer Recess.

Special Education Representative (SPED)

- Attend monthly districtwide meetings, including one with PTA Council Reps and one with the Assistant Superintendent, to provide support for children with special needs and their families.
- Communicate information to the KHS SpEd community and PTA Exec Board. For confidentiality, if interested in this position, please contact Catherine Carmona, Assistant Principal at KHS.
- Open to parents with children receiving Special Education.

Student Photos

- Set date by coordinating with photographer and Principal.
- Distribute order forms schoolwide in the first week of school.
- Chairs oversee the event by assisting the photographers and keeping track of the classes being photographed.
- Chair arranges Retake Day and announces in an all school email.
- Chairs oversee Retake Day, typically held in October.
- Chairs secure the vendor and a September date for the following school year.

Teacher Appreciation Committee

- Consists of 2-3 chairs who help plan and coordinate Teacher Appreciation week in line with National Teacher Appreciation; typically early May.
- Coordinate theme, meals, treats each day through a small budget and volunteer support.

Tools for Schools

- Chairs meet with the Tools for Schools committee which consists of two parents, the principal, the nurse, the custodian and other staff to ensure that Indoor Air Quality (IAQ) standards are being adhered to by attending walkthroughs of the school building and follow up meetings. The district coordinator will provide training.

Workshop

- Two (2) representatives coordinate support for the Workshop Teacher, including volunteers, as needed, as well as other "room parent" activities.
- Serves as a resource for parents of Workshop students, and occasional coordination with Chairs from other schools and PTA Council.
- Attends monthly district wide Workshop meetings.