

Job Descriptions for PTA Positions

Rev. August 2019

PTA Executive Board

(attends all PTA meetings, has a vote on issues presented to the Board)

President: Oversees activities of the PTA; Meets weekly with school Principal; Plans and directs PTA meetings; Attends monthly District meetings; Attends monthly Shark Fund meetings as PTA representative; Approves all Shark Bites; the Executive Board reports directly to the President.

Executive VP (Communications): Works closely with the President; Joins the President in weekly meetings with the Principal; Compiles PTA Shark Bites; Manages PTA Web Site; Maintains parent Facebook page; Sends out email updates and reminders to the school community via Constant Contact; Oversees Directory.

Secretary: Takes minutes at meetings; Does clerical work such as updating PTA mailboxes; PTA correspondence as needed; Works closely with the President to communicate with PTA Board regarding agendas.

Treasurer: Works closely with the President in putting together a budget for the year; Keeps track of accounts receivables and payables; Pays invoices and reimbursements; Reconciles all accounts monthly and distributes reports.

Financial Secretary: Assists Treasurer in processing monies received by PTA by cash, check or PayPal. Responsible for all deposits involving Registration, Shark Shop, Fun Run, Fall Fundraiser, Family Fun Nights, and the Variety Show. Registration also involves completing reconciliation from PayPal to Future Fund for money collected for PTA Memberships, Directory and Yearbook sales.

Auditor: Performs semi-annual audits on all PTA bank accounts. Audit process involves following all financial transactions through the records to be sure receipts have been properly accounted for and expenditures made as authorized in the minutes and within budget limitations.

Parliamentarian: Becomes familiar with PTA bylaws and attends meetings to help clarify questions regarding procedures; Coordinates the updating of position job descriptions each year (along with position binders); Oversees the formation and first meeting of the Nominating Committee, oversees PTA/Shark Fund/Site Council job fair in March.

1st VP (Health and Wellness): Oversees the following committees- Emergency Preparedness, Parent/Student Education, 5th Grade Health Night, Red Ribbon Week, Vision and Hearing Screening, Green Team, Allergy Advocate, Bike Rodeo, Morning Mile, Special Needs Liaison, and GATE Liaison.

2nd VP (Ways and Means): Oversees the following committees- Fun Run, Corporate Sponsorship, Yearbook, Shark Shop, Run for Education, Family Game Night, and Fall Fundraiser (if necessary).

3rd VP (Programs): Oversees the following committees- Reflections Art Contest, Student Art Display, Inclusion & Diversity, Variety Show, Book Swap, Sister School, and Community Outreach.

4th VP (Volunteers): Keeps track of Volunteer hours; Oversees the following committees- Registration, PTA Membership, New Families, Room Parent Coordinator, 5th Grade Parent Coordinators, Teacher Luncheons, Staff Appreciation, The Deep, Library Liaison, Music Liaison, and School Beautification.

5th VP (Legislation): Attends monthly district wide Legislative meetings; Keeps PTA and school informed of current legislative issues regarding education; Coordinates legislative activities as they arise.

PTA Committee Chairs

Reporting to Executive VP (Communications)

Kids Are Talking: Produces segment for Shark Bites featuring student thoughts on timely topics.

Directory: Coordinates data collection and input as well as printing and distribution of school directory; Works with Corporate Sponsorship Committee to obtain sponsorship ads for directory.

Publicity/Social Media Communications: Responsible for all banners and scheduling of install/uninstall janitorial requests. Works with EVP and President to maintain Parents of Sycamore Valley Facebook site.

Reporting to 1st VP (Health & Wellness)

Emergency Preparedness: Coordinates Emergency supplies, donations, drills, and related events throughout the year working closely with Principal.

Parent/Student Education: Attends monthly district wide meetings; reports to PTA; plans related meetings and events (3-4 per year) as well as parent communication regarding resources available to them.

5th Grade Health Night: Coordinates a Parent-Child Program to compliment the 5th grade Health Curriculum, presented by a health professional. Usually is held in the Spring with 2 evening sessions- one for girls/parents and one for boys/parents.

Red Ribbon Week: Coordinates activities for Red Ribbon Week, to include decorating the school, creating a pledge banner, advertising the message of the Week, and related activities. (Fall event)

Vision/Hearing Screening: Works with school administration to coordinate vision and hearing screening of students. (Fall)

Green Team: Helps students and staff find creative ways to get excited about going green and reducing their waste throughout the school; Recycling is just a small part of it, reducing waste is the primary focus! Keeps the Green Team board updated in the MPR to educate the Sycamore community on how to reduce our waste.

Bike Rodeo: Works with Street Smarts to plan one day event in the spring to educate students about bike safety. Makes arrangements for a local bike store to check kids helmets and bikes; A police officer would be a great asset to the event as well.

Morning Mile: Coordinate and oversee the weekly Morning Mile program. Responsible for obtaining written authorization forms from parents allowing children's participation, submit communication regarding Morning Mile for Shark Bites and Facebook posts.

Special Needs Liaison - Attends monthly district meetings and reports back to PTA regarding the district's resources and programs for Special Needs students and coordinates events as needed; communicates district-sponsored parent education events. "Special needs" applies to any child with learning or processing differences, physical disabilities, speech & language difficulties, social or emotional issues, etc., as well as gifted learners.

GATE Liaison - Attends district meetings and reports back to PTA; with Principal's input, coordinates educational extension programs for GATE and 3rd-5th grade students. Attends GATE family night meeting.

Reporting to 2nd VP (Ways and Means)

Sycamore Fun Run: Coordinates this fundraising event from planning, organizing volunteers, soliciting sponsors (working with Corporate Sponsorship Committee), keeping teachers informed. Works with a Treasurer to collect and record money raised. (Fall event)

Corporate Sponsorship: Serve as liaison to all sponsors; In the Spring/Summer, plan mailings and contact with potential sponsors for next school year; In Fall, receive sponsorship forms and payments and submit to PTA Financial Secretary; facilitate Elite Sponsorship details throughout school year to ensure completed (order canvas banner, obtain logos for Fun Run t-shirts, Family Fun Night slides, and Auction website and distribute to each of those chairpersons, obtain ads for Directory and distribute to chairperson).

Shark Shop: Coordinates selling and ordering of Shark Wear; Coordinates volunteers to set up shop (order taking) at school events; Concentrates on advertising, visibility, and availability.

Yearbook: Works with 5th grade teacher, students, and parent support team to create the school yearbook.

Family Fun Nights: Coordinates (2) Family Game Nights. Oversees volunteers, advertisements, ticket sales, prize selection and food for events. (Fall and Winter events)

SRVEF Run for Education: Coordinates advertising and school participation (runners and volunteers) in San Ramon Valley Education Fund's Run for Education, a fundraiser for the school district. (Fall event)

Fall or Spring Fundraiser: Determines fundraiser and timing (Fall or Spring); Coordinates fundraiser and volunteers, including collection and distribution of orders; Coordinate advertising to promote orders. *We have not had to have the position since 2014.*

Reporting to 3rd VP (Programs)

Reflections: The National PTA Reflections Program is an arts recognition and achievement program for students. The Program provides opportunities for students to express themselves creatively and to receive positive recognition for original works of art inspired by a pre-selected theme. Reflections program manager will be responsible for communicating all information and deadlines. Coordinates a showcase event for all Sycamore entries.

Student Work Display: Collects art work from teachers and displays them in the MPR on a rotational basis throughout the school year; Decorates the Office and MPR boards with Welcome Back message prior to start of school.

Variety Show: Coordinates the Show; Oversees sign-ups, rehearsals, decorations, Audio services, show Programs, set-up and clean-up of event. (late Spring event)

Inclusion and Diversity Chair: Attend Council IDC meetings. In the Fall, leads the planning of school-wide activities in support of International Culture Week, concluding with the Festival Around the World event. In Feb., coordinates the school site's observance of Words Matter Awareness Week.

Sister School: Coordinates school wide community service projects throughout the school year for our Sister School. Examples are King's College Connection, School Supplies Drive, Chores for a Cause, and Star Testing Snack Drive. Projects may vary.

Book Swap Coordinator: The Book Swap is a FREE community event. The Book Swap coordinator will be in charge of setting up a timeline, and sending out appropriate communications via Shark Bites, fliers, etc. Be available to collect books the week of the book swap. Set up book swap for kinder (11:30-1:10pm) and all grades (2:15-3:45pm). Oversee bookmark contest. Coordinate distribution of remaining books.

Community Outreach Coordinator: Coordinates school wide community support projects throughout the school year.

Reporting to 4th VP (Volunteers)

Registration: Coordinates Summer Registration of all students. Sets up and manages registration on Future Fund. Works with School Administration, Shark Fund, and PTA to cover their registration needs. Works with committees throughout the year as needed to collect money or signups through Future Fund.

PTA Membership: Advertises and oversees sign-ups for PTA membership. Coordinates PTA Teacher Member monthly lunch drawing and works with winning teacher to provide lunch items and setup on that day.

New Families: Acts as host for Welcome Celebrations before school starts, coordinates New Family events in the fall and any new family coffees throughout the year; Oversees the updating of PTA materials in the new family packets, as well as welcoming new families to the school with phone calls and introductions.

Room Parent Coordinator: Coordinates Room Parents for all classes, beginning with sign-ups at registration in August; Serves as the liaison between Room Parents and PTA, Shark Fund and/or School.

5th Grade Parent Coordinator: A 5th grade parent is needed to facilitate these roles:

1. 5th Grade Dedication Project – Oversee the 5th grade dedication project. (This project does not have to be art-based. It can be anything that the kids want to "give back" to the school). Facilitates putting together a small team to work with Principal and Student Council to kick off the project, decide what will be done & to ensure it's completed by the end of the school year.
2. 5th Grade Field Day - A 5th grade parent is needed to recruit and lead a team of 5th grade parents to put on a special field day on the second to last day of school. Games 2 U is used & these parents will help coordinate the whole event, including food, safety & game station monitoring.
3. 5th Grade Talent Show Finale - Facilitate the 5th grade finale by ensuring there are enough parent volunteers to help the choreographer at rehearsals, no kids left waiting alone for parents pick up after rehearsal, help manage students during the last talent show of the year and purchase matching T-shirts for all of the 5th graders performing in the finale.
4. Halloween Candy Donation Coordinator: Handles the collection and donation of Halloween Candy to local dentist offices to raise funds to support 5th grade Field Day.

Deep Coordinators: Schedules volunteers for the copy center for a particular grade level (K-2nd, 3rd-5th, and Shark Fund/PTA).

Staff Appreciation Coordinator: Coordinates Staff Appreciation Week events. Gives the year's guidelines/theme to each class's "staff appreciation coordinator" and makes sure they are implemented so all teachers and staff are properly "appreciated."

Teacher Luncheons: Coordinates three staff appreciation luncheons throughout the year, involving theme and menu creation, decorations, supplies, food donations from volunteers, set-up and clean-up.

Beautification: Maintains the school planters/flowers and replants when necessary. Planting is required at least on two occasions - in August before Registration, and in May for Open House. This is a perfect job to share with the family and get the kids involved. New projects, such as replanting the grade level quads is also an opportunity if so desired. Time commitment approximately 2-4 hours per month.

Library Liaison: Works with the librarian to coordinate library volunteers.

Music Liaison: Works with the music teacher to coordinate performance volunteers.