

Westerly Creek Elementary – Parent Job Description
School Year 2009-2010

If you are interested in being a **classroom parent for 2009-2010**, please **email Katie Dell at catherinebdell@yahoo.com**.

Your classroom parent will coordinate Parent Job sign up at the beginning of the year and you will be able to sign up at the Lemonade on August 17th.

The following descriptions should be read carefully, so that each family can select the job that best utilizes their skills and is most compatible to their lifestyle. Note: Some jobs require attending some meetings of a committee.

Job Description (sign up with a friend and make it more fun!)	Contact person
Classroom Parent(s): Communicate with parents about classroom activities, coordinating parent jobs, and supporting the teacher. Work with teacher to provide weekly communication for the class, weekly update info, newsletter info, keep class web site content up to date. Maintain class contact list and oversee classroom funds from family donations. Attend PTA meetings and report information back to the class.	Teacher and PTA Staff Support
Snack coordinator: Work with teacher to fulfill need for snacks (N/A 2nd and 3rd grades).	Teacher
Classroom Clean up Coordinator: Organize twice a year clean up events for the classroom.	Teacher
Halloween Party: coordinates activities and snacks for the party.	Teacher
Holiday Party: coordinates activities and snacks for the party.	Teacher
Valentine Party: coordinates activities and snacks for the party.	Teacher
Library: Works to maintain and improve the classroom and school library. Process scholastic book orders, promote book fair and literacy night.	Teacher, librarian, PTA Literacy committee
Teacher Appreciation Week: coordinates activities and gifts for the week. Committee meetings attendance required.	PTA Staff Support
Fundraising Coordinator: educate and inform class families on the various fundraiser throughout the year (Direct Giving, Golf Tournament, Grocery Gift Cards, BoxTops, etc).	PTA Fundraising Committee
Auction Liaison: participate in planning and organizing the auction. Help needed with item acquisition, managing donations, securing sponsorship. Communicate to the class about ticket sales.	PTA Auction Committee
Auction Class Bundle/Donations Liaison: Coordinates the design, collection of items, and presentation for the class bundle.	PTA Auction Committee