

# **Lower School Coordinator Duties Dawson Parent Association Board**

Updated by Julie Gionet May 2017

## **OVERVIEW:**

The role of the Lower School Coordinator is as a liaison between the Dean of lower school, K-8 Director, teachers, the DPA and the parent community.

Specific details of the duties can change year-to-year but essentially the communication of events and helping to find any needed volunteers are the most important pieces of the role.

## **DUTIES:**

### ***Executive Committee***

- Try to attend as many of the monthly DPA Board Meetings as possible. They occur the first Tuesday of each month of the school year usually starting at 8AM in the DPA office, which is in the back of the Admissions Cottage, across from Henderson Hall.
- Try to attend as many of the DPA All Parent Meetings as possible. There are 5 per year and the dates are listed on the DPA website, [www.dawsonpa.org](http://www.dawsonpa.org), under "DPA Calendar." When there is a need for a divisional breakout session you will lead this session.
- Listen to concerns of parents as they arise; serve as a liaison if necessary between the parents and the administration
- Value and respect varying views on the board; agree to disagree
- Oversee/report on the Sunshine Club committee
- Participate on the Mini Grant selection committee that the DPA VP runs

## ***General Communications***

- Coordinate an agenda with the K-8 Director and Lower School Dean if a DPA All Parent Meeting break-out session is going to be held.
- Create an agenda for the LS break-out session, IF HELD
- Following any DPA All Parent Meeting, and/or breakout session, distribute meeting minutes to Parent Classroom Reps for further distribution to parents
- Send emails in a timely fashion to Parent Class Reps (for distribution to their classroom email lists) when asked to. These emails are usually to publicize DPA Meetings, initiatives or events – or to drum up volunteers.

## ***Lower School Specific Duties***

- In May, assist in securing parents to be Parent Classroom Reps for the following school year
- Confirm these appointments in late summer (prior to start of new school year)
- Assist Parent Class Reps in setting up Parent Class Parties
- Help manage/organize all LS holiday parties and events – Halloween being the biggest
- Be the point person for the Lower School Dance. Coordinate decorations with L/S Dean and K-8 Director, be responsible for decorations and ask all Parent Classroom Reps to assist with set up and clean up.
- Advise classroom reps of \$50.00 budget per class
- Confirm summer class parties for each grade