

# MIDDLE SCHOOL COORDINATOR DUTIES

## Dawson Parent Association Board

Draft 2015, revised by Lisa Albright 2017

### OVERVIEW:

The role of the MS Coordinator is a liaison between the Division Head Director, 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 Faculty/Staff Appreciation Committee, check in with them every other month
- Participate on the Mini Grant selection committee that the DPA VP runs

## ***General Communications***

- Coordinate an agenda with the K-8 Director and Middle School Dean if a DPA All Parent Meeting break-out session is going to be held.
- Create an agenda for the MS 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 MS 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.

## ***Middle School Specific Duties***

- In August, be available to attend Registration where the DPA has a table set up to talk to parents and get parents involved.
- In mid-August, send an introductory email to the MS Parent Classroom Representatives. You will find ALL contact information on the DPA Website, [www.dawsonpa.org](http://www.dawsonpa.org), under “Officers & Chairs.” These Parent Classroom Reps will be receiving a number of emails from you to publicize DPA meetings/initiatives and events, they then forward the email to their Parent Classroom email lists.
- In October organize a committee to help decorate and facilitate the **MS Halloween Party**, along with Town Council. Contact Town Council Director (MS Dean) to discuss games and activities for the party. Please refer to the USB Drive and the example of the Halloween Party Sign Up. The Halloween party day and event timing will be set by the school.
- In December, connect with MS Division Dean and Town Council to discuss a theme for 5/6 and 7/8 **Winter Dances**. Once the theme is selected provide decorations for the parties. You may use any decorations from the DPA storage. A ‘Winter Wonderland’ theme is encouraged seeing we have lots of décor for that! Organize a committee to help with decorating and clean up.

- In May, assist in securing class reps for each MS grade. Simply start by asking the current Parent Classroom Representatives to find their own replacements for the next year. If need be, get involved to help find replacements.
- In May, the VP of DPA will send a Sign-Up Genius to secure dates for the class parent parties. MS Coordinator will distribute to class reps.
- Currently, each class has a \$50 budget from DPA to be used at the discretion of the MS Coordinator. Most times, Class Reps do not spend their budget, but advise each room parent that it is there for their use if needed (for parties or class events).

**\*\*Please refer to DPA MS Coordinator USB Drive** for all digital materials needed to perform duties. These materials are template examples from which you can edit and adjust as desired.

*THANK YOU for your great service to the Dawson School Community!!!*