

UPPER SCHOOL COORDINATOR DUTIES

Dawson Parent Association Board

Draft 2016 Lynn Bickel, revised by Lisa Albright 2017

OVERVIEW:

The role of the US 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, 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
- Participate on the Mini Grant selection committee that the DPA VP runs

General Communications

- Coordinate an agenda with the Upper School Dean if a DPA All Parent Meeting break-out session is going to be held.
- Create an agenda for the US 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 US 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.

Upper 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 US Parent Classroom Representatives. You will find ALL contact information on the DPA Website, 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 late October talk with Arnie Lewis, Dean of Students, about the **Winter Carnival event**. The DPA is in charge of deciding on and ordering fun team-colored items for the event. Discuss his ideas for the item, get the total number of faculty & students participating so you can order the correct amount, brainstorm item ideas with the DPA Board members. Check the DPA budget, so you know how much you have to spend. Order items by early January as the Winter Carnival event is usually the last week in January. Past items included: yellow/red/blue/green beanies, head bands, balaclavas, compression arm bands, etc.
- In late January put out feelers for a partner to help Chair the After Prom Committee. Secure a partner then in early February meet with Arnie Lewis, Dean of Students and the Upper School

Student Council to discuss their early ideas for the **After Prom event**. This event is a two-hour themed party for the Upper School students thrown by the DPA. This event occurs immediately after the Dawson Prom. Please refer to the After Prom event guidelines on the USB Drive.

- In May, assist in securing class reps for each US 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. US Coordinator will distribute to class reps.
- Currently, each class has a \$50 budget from DPA to be used at the discretion of the US 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 Upper School 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!!!