

Directory Editor

Responsible for coordinating all material for annual Willard School Directory, list of PTG Board and Committee members, class lists, school calendar, School District personnel numbers and web addresses. Directory is copied at district (Ripley) copy center and labeled for distribution.

Most work is done at home during the summer months.

5th Grade Celebration

Coordinates, with fifth grade teachers and Principal, events for fifth grade students and families, including class yearbook, all 5th grade picnic and field day, class gift, and graduation events. *Most work concentrated in the Spring.*

Library Volunteer Coordinator

Recruits library volunteers at Open House (before school starts). Schedules volunteers according to class, distributes and maintains schedules, and coordinates an instructional meeting in September. Organizes volunteers for year-end book re-shelving. *Most work concentrated in September.*

METCO Friends and Family

Finds Concord Family Friends for each new incoming METCO student at Willard and oversees previous matching. Communicates upcoming events, promotes monthly play dates on late bus days, organizes buddy lunches, and coordinates a winter event for all the elementary school Family Friends. Rides the late bus to and from Boston three times a year.

Work year round as appropriate.

Room Parent Coordinator

Recruits and trains Room Parents for each classroom. Acts as a liaison between PTG Board and Room Parents. Maintains communication with Room Parents year-round.

Work concentrated in September. Additional, as needed throughout the year.

SPED PAC

Communicate information regarding Special Ed to PTG Board and parents.

Work is year-round as necessary.

Staff Appreciation

Coordinates various staff appreciation events throughout the school year.

Recruits volunteers to contribute food or other items for events.

Work is year round as events occur.

Student Health (SCACSH/CCPI Rep.)

Communicates all issues relating to the school health curriculum and health studies to PTG. Attends meetings of Superintendent's Community Advisory Council on Student Health and Concord Carlisle Parent Initiative Committee. Makes report to PTG. *Duties are year-round.*

Recycling & BoxTops\$

Acts as liaison with Funding Factory to promote the recycling of toner/ink cartridges and cell phones to earn school points. Collects donations from drop box and ship to Funding Factory. Acts as liaison between Willard and General Mills. Design programs and incentives to maximize interest, participation and return. Count and submit Box Tops to General Mills.

Work is minimal year-round with burst of activity during incentive programs.

Family Photo Day

Plans and coordinates a family photo fundraiser: books photographer, advertise events.

Fall event, requiring a few weeks of planning once the date is set.

www.ShopWillard.org Editor

Maintains Willard's fundraising website, www.shopwillard.org. Also provides links to purchase Willard logo items provided by School Store Coordinator.

Duties are year-round(1-2 hrs month) with a very flexible schedule.

New Families Coordinator

Facilitate the orientation of new families entering Willard. Organize New Family Welcome Event in September and other events through out the year.

Recruit host families for all new families entering Willard.

Work concentrated at the end of August/early September and as needed throughout the year.

Bulletin Board Coordinator

Creates displays for the PTG bulletin board near the front lobby of the school. Works with Communication Chair to coordinate events needing publicity.

Creates posters or flyers with relevant information about school activities and events or works with event committees to post such information.

Work done as needed throughout the year, typically a couple of hours per month.

www.WillardPTG.org Manager

Coordinates school website with other school publications. Maintains links with town site. Works with Communications Chair and Willard Weekly Editor to ensure access of information important to the Willard community. Maintains all-school email list and manages distribution of school-wide email announcements. Knowledge of web site publishing programs and/or HTML is essential. *Work done as needed throughout the year.*

Willard Weekly Editor

Responsible for gathering, editing, coordination of calendar, and producing short articles and notices for the weekly school newsletter, distributed as an HTML email on Thursdays. Knowledge of HTML and/or web publishing software is essential.

Duties are year-round with a couple of hours work per week.

School Committee Liaison

Coordinates with Thoreau and Alcott parent to attend School Committee Meetings; reviews and edits their summary notes for clarity, and objectivity; submits those notes to the PTG's various newsletters and website.

Duties are year-round (The School Committee meets twice monthly - Liaison attends only one in every three meetings).

Assemblies

Identifies and arranges special cultural or curriculum-related school programs, including Authors' fest, school-wide assemblies, and grade-specific assemblies. Coordinates schedule of programs with educational calendar. Preview assemblies. Escort presenters throughout the school and watch the various programs as they take place in classrooms and the auditorium.

Time commitment is only 1-3 mornings/year.

Chess Club

Coordinates all aspects of the Willard before-school chess program.

Once a week, year round commitment.

Geography Quest

Works with Alcott and Thoreau Schools to create the annual Geography Quest. Distribute, collect and correct the Geography Quest. Distribute participation awards. Coordinate volunteers to help with correction.

Work concentrated in winter, with most time spent on the correction of student work.

Math Masters

Coordinates all aspects of before school math enrichment program, including curriculum, for grades 2-5. *Responsibilities are once a week, year round.*

Science Fair

Coordinates all aspects of a school-wide science fair in the spring, including equipment rentals, space allocation, refreshments, guest speaker and encouraging student participation.

Most work is concentrated during the two months prior to the event

Spelling Bee

Works with parents and staff to coordinate an upper grade Spelling Bee (grades 3-5). Coordinates all aspects of the event including: establishing the date and venue, questions, and refreshments.

Work concentrated during the month prior to the event.

Family Game Night

Family Game Night Coordinators organize event in the late fall. Coordinators may contract with GameWright or do Bingo. Set the date with the PTG, promote the event, organize the games, solicit volunteers, select prizes for and carry out a free raffle, and arrange refreshments as needed. In addition, if contracting with GameWright, coordinators inventory games, sell games the night of the event, take and deliver additional orders, and create a teacher wish list. *Work concentrated during the month prior to the events*

UNICEF Coordinator

Promote school-wide participation in the national Trick-or-Treat for UNICEF campaign. Order materials and coordinate their distribution. Oversee collection of individual donations and send single donation on behalf of Willard School to UNICEF. Write progress updates for the Willard Weekly.

Work concentrated in October and November.