

## **Central School Calendar Job Description – 07/08 School Year**

This job description is for the President participation as the chairperson only. It is **NOT** a description for the year in which Central School “coordinates” the District 96 (D96) calendar. That year a Specific Calendar Committee Chair person leads the overall “coordinator” job.

### **Central School Calendar Job description:**

As part of the President duties – you are the Central School Calendar Representative. This job participates in the D96 School Calendar meeting (usually in late May) and subsequent process to provide all Central School PTA related information for the D96 calendar such as; key dates, committees, committee chair names, officer names, teacher and staff names and other pertinent items. It is the Committee Chairs (President) job to work with the D96 Committee led by one of the D96 schools (rotating schedule) to provide input, proof read and distribute once complete. Following is a sequence of events and next steps:

### **May:**

- Begin to gather data
- Use the current year calendar as a starting point
- Start a calendar for the next school year. August through June/July to add inputs
- Next D96 school year calendar should be available in May to add holidays, early release days, TID days, etc...(D96 coordinator may send out a “draft” calendar with the school dates pre-loaded to utilize)
- Plug in known PTA dates that are available (ie; fundraising, social events, PTA meetings, teacher appreciation week, 1<sup>st</sup> day of school reception, etc...) to prepare for the D96 calendar meeting in late May
- Mid-late May, schedule meeting with Principal to review school dates (ie; Fall parent night, spring open house, Pre school screening, Kindergarten visit, et...) to ensure dates do not conflict with any of the PTA activities
- Early May ask Principal for the teacher contact for the Spirit day information to include in the calendar
- Prepare contact list for officers (see calendar for example of format)
- Ask Principal for list of Central Faculty and Staff (see calendar for example of format)
- Contact various Committee Chairs for confirmation and input on dates for various events as needed (ie; roller skating party, ice skating party, fall/spring family nights, etc...) Book Fair is usually dictated at the May meeting due to use of the Hauser auditorium between the spring musical and the spring band/orchestra concerts
- Late May attend the D96 Calendar meeting to share dates across the schools and give input to the Building coordinator (Sue Moorehead) on what rooms are needed for various events (ie Book Fair = auditorium, Ice cream Social = Cafeteria, etc..)
- Summer key date schedule will be provided after the late May meeting

## **Central School Calendar Job Description – 07/08 School Year – (Continued)**

### **June/July:**

- Continue to work with the D96 Calendar Committee. There will likely be several rounds of proof reading
- Work with 1<sup>st</sup> VP's regarding Committee Chairs. Ask for a list of Committee Chair names, emails, phone #'s (see calendar for example of format)
- Confirm quantity to print for Central School. See enclosed recap from 07/08). Adjust as needed.

### **August/September:**

- Receive copies of the calendars from coordinating school
- Distribute complimentary copies to Community (See note included for Central School responsibility or School calendar coordinator will provide)
- Distribute copies of the calendar in the faculty mailboxes. Be careful with District employees that may receive a calendar from the District office
- Give copies of the Calendar to 1<sup>st</sup> VP's to distribute to PTA members (along with membership card)
- Give 5-10 extra copies to Deb Catalano to have in the office to sell for \$5.00/copy
- President keeps extra copies of calendars for distribution later in the year to 1<sup>st</sup> VP's or Deb C. as needed.

Job description written by Linda LaBelle, May 2008