

LANGAN SCHOOL PTO VOLUNTEER POSITION JOB AGREEMENT

Job Title: Class Parent Committee Chair

Position summary: The Class Parent Committee Chair is responsible for coordinating the effort to recruit, train and support one class parent volunteer to act as a “classroom parent” for each classroom at the Kevin G. Langan School. The Class Parent Committee will endeavor to bridge the gap between the classroom/teacher and the home, ensuring that parents are informed, involved, and supportive of their child's educational journey and the wider school community.

Essential Duties and Responsibilities:

- The Class Parent Committee Chair acts as a key contact point between the PTO President/Vice President, parents, school staff, and sometimes the wider community as the chair of the Class Parent Committee.
- The Class Parent Committee Chair will work with the PTO President, Vice-President, the Center and School administration to set Class Parent Committee priorities for the school year.
- The Class Parent Committee Chair will organize each classroom's needs for a class parent. Each classroom and teacher may have different needs and expectations for a classroom parent. Create a list for each room and an overall “class parent volunteer guide” to be used and updated throughout the years.
- Recruit and train at least one volunteer to act as a classroom parent per classroom. The committee will support the efforts of these volunteers and provide tools, resources and communication to these parent volunteers as they fulfill their classroom duties.
- Create and maintain a class directory or email list to facilitate communication among parents.
- Evaluate the success of and report the results of all PTO Class Parent Committee initiatives to PTO and school administration.
- Ensure timely response and reply to emails and phone calls from school administration, Center leadership, Langan School staff and fellow PTO members and parents.
- Present a neat and professional appearance while executing PTO duties.