

LANGAN SCHOOL PTO VOLUNTEER POSITION JOB AGREEMENT

Job Title: Staff/Teacher Recognition Committee Chair

Position summary: The Staff/Teacher Recognition Committee Chair is responsible for undertaking initiatives to show staff/teacher appreciation throughout the school year. The Chair will work with the staff committee in place to understand what is meaningful to the staff and teachers at the Langan School and helps them feel valued and recognized for their hard work and dedication.

Essential Duties and Responsibilities:

- The Staff/Teacher Recognition 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 School Events & Volunteer committee.
- The Staff/Teacher Recognition Committee Chair will work with the PTO President, Vice-President and the Center and School administration to set school event and volunteer priorities for the school year.
- The Staff/Teacher Recognition Committee Chair will organize and coordinates various appreciation events, such as back-to-school luncheons, holiday treats, and specific appreciation days for different staff roles (e.g., school PT/OT & speech therapists, Bus Drivers, Principal, etc.).
- The Staff/Teacher Recognition Committee will take the lead in planning and coordinating a week-long celebration during Teacher Appreciation Week (typically the first week of May), ensuring a variety of activities and gestures to show gratitude.
- Plans and provides snacks or meals for teachers during parent-teacher conference days, acknowledging their long hours and demanding schedule.
- Evaluate the success of and report the results of all PTO Staff/Teacher Recognition 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.