

TPTO JOB DESCRIPTIONS 2011/12

Please note that the all TPTO positions involve a two-year commitment. Most jobs have job a junior role (year one) and a senior role (year two). It is expected that the junior person will move into the senior role to ensure continuity.

Executive Board

Co-Chair(s) – Attend and often preside over all of the Steering Committee and TPTO meetings during the entire school year. Communicate with teachers, parents and Principal on all appropriate TPTO matters via the Tokeneke Wire, flyers and meetings. Plan, with the Principal, all TPTO meetings and programs. Responsible for serving on the Executive Board of the Council of Darien School Parents and for keeping the Tokeneke parents informed of any important school information related to the Town's RTM, CDSP, and Board of Education. Responsible for communicating with and coordinating the efforts of all of the TPTO committee chairs.

Vice Chair – Assist Co-Chairs and Principal as necessary. Attend monthly meetings of the Steering Committee and TPTO meetings. Attend monthly CDSP meetings and Board of Ed meetings if desired. Inform Room Parent Coordinators of their duties and serve as the point person for them if they have questions. Coordinate annual Pumpkin Sale, including creating the flyer, ordering the pumpkins, supervising delivery of the pumpkins and obtaining a cash box with \$20 in singles from Event Treasurer to serve as change for this event. Begin the phone chain after call from Principal is received. Organize Teacher Appreciation Day, sending emails to all Room Parents (no lilies, lilacs or daffodils), supervising the flower arranging and making sure to bring extra vases, scissors and a gift tag for each teacher.

Secretary – Take detailed notes at every Steering Committee meeting and TPTO meeting. Submit notes for approval by Steering Committee. Send copies of approved minutes for TPTO meetings in a timely manner to the Tokeneke Website Coordinator for inclusion on the website. Maintain copy of the TPTO By-Laws for Steering Committee's reference.

Treasurer – Manage bank accounts holding TPTO assets. Perform a monthly reconciliation of these accounts and report findings to the Steering Committee. Make deposits and write checks throughout the school year as necessary. Attend monthly TPTO Steering Committee Meetings and present Treasurer’s Report. Prepare monthly profit/loss statements and prepare monthly budget vs. actual expenditures reports. Prepare and present budget for the upcoming school year in May. Upcoming school year’s budget is subject to approval by the Executive Board.

TPTO Committee Positions

After-School – Choose which classes will be offered after school. Meet with teachers to see who would like to teach, find outside teachers to teach additional classes. Plan scheduling and classroom assignments. Work with Wingspan to get classes and costs approved, review brochure and assist Wingspan with enrollment, as necessary.

Beautification – Enhance the school’s appearance and contribute to the spirit of the school by creating seasonal decorations for the school entrance and courtyard.

Book Fair – Plan and organize the annual Spring Book Fair in cooperation with the school’s librarian. Select the vendor and the books, create the theme for the fair, organize the decorations and publicity, recruit and organize volunteers to set up, work the cash registers and break down the fair. Coordinate receipts and disbursements with the Event Treasurer.

CDSP Budget Representative – Serve as the school’s advocate during the annual budget process and the liaison between the school principal and the CDSP during the budget season. Responsibilities include attending regular Board of Ed meetings and CDSP meetings as well as special meetings of the Board of Ed during the school budget season. Working with budget reps from the other schools, the budget rep will collaborate on, assist in the writing of and possibly deliver a speech or speeches in support of the priority initiatives of all 5 Darien elementary schools. The budget rep will also ensure that issues, concerns and priorities are communicated with the full CDSP, discussed and acted upon, as necessary.

Environmental Liaison – Implement a recycling program in school and monitor routine of program. Educate, coordinate and support the teachers on “Green Team” and lead efforts with them, students and parents. Also, represent Tokeneke when reporting to the CDSP (Council for Darien School Parents)-formed environmental group.

Enrichment – Identify and schedule quality educational programs and assemblies to enhance the school’s curriculum. Communicate with teachers and principal to select appropriate enrichment opportunities and cultural programs throughout the school year (author visits, theatrical performances, history and science programs). Includes those programs sponsored by the Darien Environmental Group. Negotiate fees, dates and terms of visit (coordinating with other Darien elementary schools) and arrange payment to performer through TPTO Treasurer. Coordinate teacher evaluations of programs.

Event Treasurer – manage the receipts and disbursements for any cash-generating school activity or event throughout the school year (Pumpkin Carnival, Pumpkin Sale, Bingo Night, Book Fair, Year End Social)

Fifth Grade Bingo Night – Proceeds from Bingo Night should pay for the 5th grade gift to the school. Committee is in charge of all aspects of Bingo Night -- ordering supplies, prizes, food, 5th grade volunteers, a Bingo announcer, etc. and coordinating a bake sale (run by 5th graders) or some other fundraiser to generate cash.

Fifth Grade Gift - Committee decides upon a gift to give the school and handles the purchasing of that gift, coordinating receipts and disbursements with the Event Treasurer. Responsible for relaying the idea for the gift, and its cost, to the principal for approval. Gifts are not to exceed \$1,000.

Fundraising – Research and assess the various fundraising opportunities that are sent to us on an ongoing basis. Meet with the board a few times a year to recommend how to proceed with the best opportunities. Organize and recruit volunteers to help implement any ideas that are agreed upon going forward.

Handbook/Directory – Arrange the printing and distribution of the school’s directory. Photograph teachers and staff. Work with administration to update informational pages, class lists and contact information including phone and email addresses. Organize order process and collect funds (to be managed by the TPTO Treasurer). Maintain spreadsheet of contact information and update as necessary.

Hospitality – Provide refreshments for the grade level coffees at the beginning of the year, the Kindergarten Orientation and all TPTO meetings.

Kids Care Club – Organize and supervise interested students in school-wide charitable and community service projects. Schedule monthly or other regular meetings and communicate schedule to parents and students. Coordinate RSVPs and volunteers for meetings.

Kindergarten Bus – Schedule and coordinate volunteers to ride on the afternoon kindergarten buses during (one volunteer on each bus) the first two weeks of school. Obtain bus routes during summer, identify which K students are on each bus and use lists created during May orientation days to select volunteers (and recruit others if needed).

Lost and Found – Maintain lost and found. Contact parents of any found items and insure that lost and found items are available for parents at conference weeks and programs. Coordinate bi-yearly donation of unclaimed items to Person to Person.

Music for Youth – Liaison between the Darien School District’s Music Department and that school year’s guest musicians (chosen by the District). Arrange for equipment requested by the musicians to be set up at the school (often by custodians), meet musicians on the day of their performance and lead them to the Common Room. Plan to stay for the performance so that you are available in case they need anything else that day. This is typically just one morning per school year.

Nominating – Work with the TPTO Co-Chairs to formulate the slate of all volunteers to serve on the Steering Committee and the TPTO for the upcoming school year. Identify open positions, advertise openings in February and encourage parents to express interest in specific positions. Match open positions with appropriate volunteers. Solicit additional volunteers if necessary. Present slate to TPTO during March TPTO meeting.

Parent Awareness – Liaison between the YWCA Parent Awareness Network and Tokeneke School. Attend monthly meetings and disseminate information to school parents. Report at PTO meetings on upcoming PA programs and make sure there are no scheduling conflicts. Attend PA programs in Darien (and other towns to find any potential speakers who could be pursued). Participate in PA fundraising activities.

Portraits of America – Ties in to the 4th grade social studies curriculum. Recruit volunteers to present artwork about pivotal events in U.S. history to the 4th graders.

Publicity – Enhance school spirit and community awareness of events and accomplishments at Tokeneke School using the local media. Divide up school events (enrichment programs, plays, etc.) so that at least one Publicity representative attends each one in order to document them appropriately with photos and text.

Room Parent Coordinators – Select appropriate Room Parents for each class in consultation with the TPTO Vice Chair. Coordinate and run a meeting at the beginning of the school year to inform Room Parents of their responsibilities and to encourage a support network with them in case questions arise. Establish telephone or email chain to advise Room Parents of an early closing once a call or email from the Vice Chair is received. Distribute information to Room Parents throughout the school year as requested by the principal or TPTO. Note: 5th Grade Room Parent Coordinator is also responsible for informing the three 5th Grade Head Room Moms that they must find volunteers to organize the 5th Grade Graduation party, spending no more than \$20 per child in total (including food, drinks, goodie bags, t-shirts, etc.).

School Supplies – Work with teachers to put together a list of supplies for their respective grades while keeping the cost at a minimum. Work with school supply vendor to get the necessary supplies at the lowest cost possible. Send finalized list of supplies per grade to parents and collect money and forms for supplies. Arrange for delivery of supplies to school and then to the students who ordered them.

S.O.S. – Help Tokeneke families and staff in need by delivering meals, driving and carpooling. Maintain list of volunteers so that, if there is a need, you can contact them and create a schedule of suitable helpers.

Teacher Appreciation – Provide support and encouragement to the teachers and staff of Tokeneke. Purchase, wrap and deliver small birthday gifts (not to exceed \$10 each) to teachers and staff. Plan and host several meals for the staff: lunch before the first day of school, pizza dinner on Open House night, lunch during the fall and spring conference weeks and breakfast on the last day of school.

Tokeneke Trader – Identify, purchase, maintain and sell Tokeneke spirit wear and related items. Set up tables to sell items at Parent Open House, grade level coffees in the fall and Kindergarten Orientation days.

Tokeneke Wire – Maintain and update all Tokeneke email addresses. Collect and organize all school and community information, sent via email or hard copy, for presentation to parents in the form of our weekly emailed newsletter. Copy should be approved by the TPTO Co-Chairs and the principal.

Tokeneke Webmaster – Responsible for maintaining and updating the Tokeneke School website. Material should be approved by the TPTO Co-Chairs and/or the school principal.

Unicef – Organize UNICEF effort at Tokeneke School. Distribute and collect UNICEF boxes at Halloween. Organize 5th graders to count money received. Deposit funds when completed.

Welcoming (includes Friendly Families) – Welcome and integrate new families into the Tokeneke School community. Hold coffees and other events throughout the year (cocktails at the Black Goose Café, etc.) to enable new parents to meet and socialize with both new and “old” Tokeneke parents. Maintain the Friendly Families program, which matches new families with volunteer mentor families who establish communication before the start of school and serve as a resource during the year. Organize (and find a host for) the Welcoming Cocktail Party, which takes place in the fall of each year.

Wrapping Paper – Work with an outside vendor to organize and promote this annual fall fundraiser. Present selection of items for sale at the fall grade level coffees and at the Parent Open House. Decorate a small area in/near the office in support of this sale.

Yearbook – Prepare the school’s annual year-end publication. Speak at grade level coffees to explain the importance of the Class Photographer position. Oversee Class Photographer Liaison. Coordinate production of yearbook with outside vendor and organize sales of the yearbook, including distributing order forms and collecting those forms with payments. Distribute yearbook upon delivery. Coordinate receipts and disbursements with the TPTO Treasurer.

Yearbook Class Photographer Coordinator (part of Yearbook) – Make list of all school events based on school secretary’s calendar and assign these events at the Class Photographer meeting in the fall. Prior to each event, make sure a representative from the Class Photographers is planning to attend and take pictures. Ensure that the Class Photographers create a yearbook page for their class which includes a photo of every child in the class.

Year End Social Coordinator – Organize and run the family picnic, usually held in May. Hire entertainment and any food providers. Advertise event through school publications and collect checks to be handled by the Event Treasurer. Schedule volunteers to assist with set-up, supervision and clean up.