

Parent Training Coordinator



Purpose: To coordinate training seminars for new and returning parents

Prerequisite/Requirement: None

Job Responsibilities

- Liaison with teachers and Executive Board to determine training needs for Learning Faire and throughout the year via the General Meeting, Blue Bulletin and school website.
- Schedule workshops to conduct additional parent training throughout the year.
- Resource for other parents wishing to provide on site parent training.
- Read all policies/procedures in PTO Handbook related to Parent Training.
- Coordinate New Parent Orientation in late September or early October.

Financial Responsibility: None

Hours recording procedure: Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

Hours earned: 30.

Reports to: 6-8 Grade Reps

Term: August to June

Selection Process: Appointment. This position will be filled by the PTO Executive Board. Please sign up if you would like to be considered for it. You may be asked to submit a written statement outlining your qualifications. You may submit your name to the PTO President or sign the sheet below at any time until the close of the election.

Term: August to June

Candidates
