

Parent Training Coordinator



Purpose: To coordinate training seminars for new and returning parents

Prerequisite/Requirement: None

Job Responsibilities

- Liaison with teachers and the Executive Board to determine training needs to be provided at the start of the school year, via the General Meeting, through the school website, and via other means.
- 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 with K-2 Parent Representative on the first day of school and again later via zoom 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: 3-5 Parent Representatives

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 up at any time until the close of the election.

Term: August to June

Revised 4/24