

# 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 calculated on per month basis for 10 months (Sept. to June) and are automatically posted by the hours recorder each month.

**Hours earned:** 30.

**Reports to:** 6-8 Grade Reps

**Term:** August to June

**Selection Process:** Appointed: This position will be filled by the PTO Executive Board appointment. 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

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