

Los Compadres Job Description: VP Educational Enrichment

03/25/15

Position Summary

The VP of Educational Enrichment is a voting member of the Los Compadres board and is responsible for participating in board discussions and decisions. The VP of Educational Enrichment is also responsible for ensuring the following tasks are completed:

- Setting the high-level goals and strategy for educational enrichment at Longfellow;
- Working with and supervising the managers described below.

Managers Reporting to the VP of Educational Enrichment

Managers are responsible for managing teams, tasks and projects under the direction of a board member. Manager volunteers are recruited by board members each year. Board members may volunteer themselves to any Manager position within their purview. Board members may also volunteer as a Manager for positions managed by other board members with their consent. Managers are not required to attend board meetings, but are expected to work closely with their supervising board member and may be asked to attend board meetings on occasion. Managers may work with any number of additional volunteers to accomplish their specified tasks.

The VP of Educational Enrichment is responsible for recruiting and supervising the following Managers.

- Manager – Art Corps
- Manager – Academic Enrichment
- Manager – After School Enrichment
- Manager – Trip Liaison
- Manager – STEAM

Typical Tasks

- Participate in monthly PTO board meetings and monthly PTO general meetings
- Create a high-level educational enrichment strategy for the year that outlines the major objectives, along with an action plan
- Work with the board to create a budget for educational enrichment activities
- Work with the Managers noted above
- Ensure that event forms are completed for all events as appropriate
- PTO Sponsored Field Trip Management

- Work with the teachers for each grade to select the field trip the PTO will be sponsoring for their grade.
- Work with the Treasurer to ensure funds are available and budgeted.

Characteristics

- Passion for education and learning
- Strong organizational skills and team leadership ability
- Desire to serve the PTO, the school, and ultimately the students
- “In touch” with school activities and PTO business, or want to become in touch

Time Commitment

- Summer: Strategy (~ 2-5 hours)
- Ongoing: PTO Board meetings (~ 3 hours a month), PTO general meetings (~ 2 hours a month), working with managers (~ 1-2 hours a month).
- Most of the work can be done on your own schedule —after the kids are in bed, during the day, after work, whatever suits you

Manager – Art Corp

Summary

Manager – Art Corp is responsible for managing all facets of the Art Corp program. Art Corp is a program in which parents are trained to lead art lessons for the children.

Typical Tasks

- Budget Management - Work within the approved event budget
- Team - Create and work with a team to assist with the tasks below.
- Forms - Ensure that event forms are completed for all events as appropriate
- Supply Management
 - Ensure the parent room is stocked with all needed supplies for Art Corp projects
- Parent Training Coordination
 - Work with the school administration and the Art Corp trainers to set a schedule for the upcoming year.
 - Recruit parent volunteers at the kinder orientation.
 - Work with Room Parent Coordinator to recruit additional volunteers.
- Family Art Nights
 - Schedule and organize the family art nights (usually late January), which are an opportunity for families to come together for art led by the Art Corp trainers.
- Art Show
 - Organize and setup the Art Show, a showcase of student Art Corp work, which takes place at the May Spring Exhibition.

Characteristics

- Passion for art.
- Strong organizational and team leadership skills.
- Desire to serve the PTO, the school, and ultimately the students

Time Commitment

- Beginning of year: scheduling, supplies, training (~ 10-15 hours)
- Monthly: supply management (~ 2-6 hours)
- This position does require the ability to be on campus during school hours.

Manager – Academic Enrichment

Summary

Manager – Academic Enrichment is responsible for organizing enriching events during school hours.

Typical Tasks

- Budget Management - Work within the approved event budget
- Team - Create and work with a team to assist with the tasks below.
- Character Development Events
 - Select and organize on-campus events designed to develop character in our children
 - Work with the school administration to schedule those events
- Assemblies
 - Select age-appropriate assemblies
 - Work with the school administration to schedule those assemblies
- Red Ribbon Week (drug-prevention campaign)
 - Organize Red Ribbon Week activities (usually late October)

Characteristics

- Strong organizational and team leadership skills.
- Desire to serve the PTO, the school, and ultimately the students

Time Commitment

- Ongoing: ~ 2-4 hours a month

Manager – After School Enrichment

Summary

Manager – After School Enrichment is responsible for selecting, scheduling and working with organizations that provide fee-based after-school activities.

Typical Tasks

- Communication
 - Create a communication plan for all activities (eAnnouncement messaging), and provide that plan to the Principal and VP Communications no later than 1 month prior to the start of the activities.
- After School Programs
 - Select desired programs
 - Work with the organizations to ensure proper documentation is in place (insurance, security clearance, etc.)

Characteristics

- Strong organizational skills.
- Desire to serve the PTO, the school, and ultimately the students

Time Commitment

- Ongoing: ~ 2-5 hours a month

Manager – Trip Liaison

Summary

Manager – Trip Liaison is responsible for organizing non-school-sponsored out-of-town learning opportunities.

Typical Tasks

- Budget Management
 - Work within the approved budget
- Team
 - Create and work with a team to assist with the tasks below.
- Trip Selection
 - Select and schedule desired trips, ensuring that all contracts are signed on time.
- Travel Agency Coordination
 - Work with a travel agency and parents for coordination of contracts, insurance, forms, etc.
- Parent Coordination
 - Setup parent education meetings
 - Work with parents on coordination of forms, etc.
- Fundraising
 - Organize fundraising events.
- Grant Applications
 - Receive and review all grant applications.

Characteristics

- Strong organizational and team leadership skills.
- Desire to serve the PTO, the school, and ultimately the students

Time Commitment

- Monthly: ~ 2-10 hours per month.

Manager – STEAM

Summary

Manager – STEAM is responsible for ensuring a STEAM focus at Longfellow (Science, Technology, Engineering, Art, Math).

Typical Tasks

- Budget Management - Work within the approved budget
- Team - Create and work with a team to assist with the tasks below.
- Forms - Ensure that event forms are completed for all events as appropriate
- Communication
 - Create a communication plan for all events (eAnnouncement messaging), and provide that plan to the Principal and VP Communications no later than 1 month prior to the start of the events.
- Family Math & Science Nights
 - Select, schedule and promote family math and science nights
- Clairemont Education Foundation
 - Work with the Clairemont Education Foundation on STEAM initiatives

Characteristics

- Strong organizational and team leadership skills.
- Desire to serve the PTO, the school, and ultimately the students

Time Commitment

- Monthly: ~ 1-4 hours