

Wellington Pace 2014-2015 Support & Board Position Descriptions

Position	Approx. time commitment			DESCRIPTION
	In Class	Out of Class	Both	
Chair		100+ hrs / yr		The Chairperson is responsible for overseeing the PACE program as a whole. This person serves as the primary representative and spokesperson for PACE at Wellington to the District, other PACE Programs, The Wellington community, Building Administration and the members of the corporation. The Chairperson establishes the agenda and runs all program meetings. The Chairperson or Vice-Chairs must review all general PACE communiqués prior to publication.
Board Advisor		30 hrs / yr		The Chair appoints this parent volunteer. Previous board experience is required, preferably in a Chair or Vice-Chair capacity. Provides historical and background information to the PACE board upon request at PACE Board Meetings and Planning Meetings.
Member-at-Large		20 hrs /yr		This position presents the volunteer with an opportunity to listen in at the monthly Board meetings and provide input to the PACE Board. Every year the board assigns special project to the Board Members at large that are beneficial to the entire pace community. This is a non-voting board position.
Vice Chair		100+ hrs / yr		The Vice Chair is responsible for supporting the Chair in overseeing the PACE program. Traditionally, this person moves the position of Chair the following year. The Vice Chair represents PACE at Wellington to the District, other PACE Programs, the Wellington community, Building Administration and the members of the corporation, in the company of the Chair or when the Chair cannot be present. The Chairperson or Vice-Chairs must review all general PACE communiqués prior to publication. The Vice Chair provides the informal New Family Orientation in September. The Vice Chair oversees the review and balloting of support positions.
Enrollment Coordinator		80 hrs/yr		The Enrollment Coordinator is the person responsible for ensuring a balanced enrollment roster for each classroom. The lottery and class waitlists are overseen by the enrollment coordinator, and then these activities are executed and maintained jointly by the enrollment coordinator and the enrollment assistant over tours. The coordinator solidifies the class roster(s) for the coming year, collects the enrollment fee (which is passed on to the treasurer) and is responsible for communicating and/or verifying enrollment status with the following: <ul style="list-style-type: none"> Wellington Principal / Northshore District Wellington Office Manager PACE program teachers PACE board members WEB Master Additionally, the Enrollment Coordinator will oversee, schedule and host the "Info Night" designed to provide additional information to parents of potential PACE students. The enrollment coordinator is a member of the executive board representing the Wellington campus at the PACE District Leadership meetings. The full text and detailed list of duties are found in the Enrollment Coordinator handbook. This position will be roled up from Enrollment Assistant (Lottery).
Enrollment Assistant (Lottery)		20 hrs/yr		The lottery assistant coordinates and runs the annual lottery, notifies lottery recipients and collects enrollment forms for lottery applicants, reporting results to enrollment coordinator. The assistant also maintains the class waitlists jointly with the Enrollment Coordinator. This position acts as an indirect shadow for the replacement of the Enrollment Coordinator board position the following year, pending membership approval. The full text and detailed list of duties are found in the Enrollment Assistant handbook.
Enrollment Assistant (public relations)		10 hrs/yr		The Enrollment Assistant (Public Relations) is PACE's ombudsman to new families interested in exploring PACE. This individual is responsible for responding to inquiries about joining the program and connecting them with the Tour Coordinator or Enrollment Coordinator. The Phone Contact provides individual information about the next steps in the enrollment process guiding parents to either the "Info Night" or hosted tours with the Tour Coordinator as appropriate. The Enrollment Assistant #2 coordinates, hosts and presents "Info Night" and will create and distribute flyers and press releases as needed. The Enrollment Assistant #2 will report relevant contact activity to the Enrollment Coordinator and maintain a "soft contact list" of prospective parents for "Info Night". The full text and detailed list of duties are found in the Enrollment Assistant handbook.
Enrollment Tours Coordinator		25 hrs / yr		The Enrollment Tour-Coordinator provides assistance to the Enrollment Coordinator by coordinating the tour schedule. The purpose of the tours are to assist parents of potential PACE students in their decision to enroll in the PACE program. Tour Assistant attends Wellington PACE Info Night, brings the physical sign up form and encourages parents to attend a tour. The assistant arranges tours in accordance with the PACE teachers schedules. The Tour assistant will provide/host tours for parents as needed throughout the year. In doing so, the assistant will maintain a sign-up sheet (for tours), host tours (approx. 1 per week), and collect commitment forms for those parents who have made their decision. The Enrollment Tour Assistant #2 will report tour status and commitment status to the Enrollment Coordinator. The full text and detailed list of duties are found in the Enrollment Assistant handbook.
Enrollment Assistant Tours Coordinator		20 hrs / yr		The Enrollment Assistant Tour-Coordinator provides assistance to the Enrollment Tour -Coordinator by shadowing and learning the job of touring. The purpose of the tours are to assist parents of potential PACE students in their decision to enroll in the PACE program. The Tour assistant will provide/host tours for parents as needed throughout the year. This position acts as an indirect shadow for the replacement of the Tour - Coordinator position the following year, pending membership approval. The full text and detailed list of duties are found in the Enrollment Assistant handbook.

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Enrollment (Returning Student Enrollment)			40+ hrs/yr	The Enrollment - Returning Students coordinates with the Enrollment coordinator to handle the re-enrollment of the returning students as well as entry of siblings and alumni into the 1st grade classroom. The returning student enrollment coordinator will collect all signed materials as well as enrollment fees, keep track of who is returning and who will not be returning for the following year (which needs to be finished and collected by end of January of each year). This will give the Enrollment Coordinator the understanding of how many positions will be available in each classroom prior to lottery.
Enrollment Advisor		25 hrs/yr		The Enrollment Advisor provides assistance and serves as a historical resource to the enrollment team and enrollment coordinator in all aspects of the enrollment process. This volunteer will work directly with the Enrollment Coordinator and other members of the enrollment team. This person is experienced with the enrollment process and student placement priorities and is filled by the outgoing enrollment coordinator. This Enrollment Advisor volunteer provides a stabilizing presence for enrollment procedure during enrollment team transition. This position is rolled up from Enrollment Coordinator last year.
Treasurer		80+ hrs/yr		The Treasurer is in charge of maintaining the financial records for PACE at Wellington. In FY2011-2012, we are splitting out the Treasurer job into 2 positions. The Treasurer will oversee the Assistant Treasurer and train that person to be next year's Treasurer, facilitating a smooth transition of the books from year to year. The Treasurer can then focus on the following: preparing the budget, attending board meetings, preparing and presenting financial reports, working with the Audit Committee, preparing the tax returns, managing and reconciling bank accounts and special projects.
Treasurer Assistant		30 hrs/yr		This person will assist the Treasurer in maintaining financial records, with the intention to move into the Treasurer position the following year. The assistant will likely be in charge of the more day-to-day aspects, such as disbursing checks, processing deposits and fielding questions. Since this is the first year we are splitting the Treasurer's job into 2 positions, actual responsibilities will probably be worked out real-time. This is a 2 year position: the first year as Assistant Treasurer, the second year as Treasurer.
Audit Committee 1		10 hrs/yr		Performs annual audit of PACE financials, including but not limited to completion of the Financial Management / Audit Checklist and review of Budget, Financial Reports, and Bank Accounts/Reconciliations. The annual audit is typically performed during the first part of each calendar year (PACE is on an August 31 fiscal year.)
Audit Committee 2		10 hrs/yr		Performs annual audit of PACE financials, including but not limited to completion of the Financial Management / Audit Checklist and review of Budget, Financial Reports, and Bank Accounts/Reconciliations. The annual audit is typically performed during the first part of each calendar year (PACE is on an August 31 fiscal year.)
Secretary		80+ hrs/yr		The Secretary records the business of the corporation. This includes taking and distributing minutes for all board and general membership meetings, publishing and distributing rosters, managing PACE Support Sign-ups, maintaining the by-laws, and overseeing the tracking of parent hours, PACE calendar and PACE newsletters.
Newsletter / Blog Coordinator		40 hrs / yr		This volunteer is responsible for soliciting input from PACE teachers and the Board to publish the PACE newsletter and/or PACE website blog site. Strong editing skills and access to a computer with word processing and access to the Internet are a must. We encourage our families to receive their monthly newsletter via email, printing it out on a home computer if they wish to have a hardcopy. When this is not possible, a family member should contact the Newsletter Coordinator, who will print out hard copies of the newsletter, and send them home, via kid mail, upon request. This volunteer also provides monthly updates for the PACE Newsletter of school-wide and PACE events to the PTA. The coordinator shall also collect photos on a private photo-sharing gallery (currently Picasa). Photos can be contributed to this gallery directly by members of the enrichment team. Composes and posts entries to the members-only PACE wordpress blog. Works with enrichment coordinators to determine content and verbiage for the posts. Works with the technology team to resolve technical issues related to the enrichment blog.
Hours & Attendance Coordinator		20 hrs / yr		This volunteer is responsible for tracking and summarizing the following information: <ul style="list-style-type: none"> * Family Hours (via Parent Participation Forms) * Classroom Meeting Attendance (via via website hours reporting page) * General Meeting Attendance (Hours Coordinator provides a Sign-In Sheet at General Meetings) * Distribute an updated hours report every 5th day of the month to the PACE Board The Coordinator will send out reminders to the membership 2 weeks prior to the due date of Parent Participation Form reporting periods (Dec 1, Mar 1, and Jun 1). A second email will be sent out to delinquent families one week after each Parent Participation reporting period.
Support Position Coordinator		30+hrs / yr		Manage the support position job list. Work with Vice Chair, teachers and room reps to update the support position document each year as required by the needs of the program. Manage the assigning of support positions to PACE members in the spring for the following school year.
Digital Project Manager				Manages entire Digital team and webmaster
Website Webmaster		50 hrs/yr		Manage all technical aspects of the PACE web site. Provide technical/help desk support to members as needed. 50 hours
Digital Assistant 1 (data support)		30 hrs/yr		Responsible for managing the PACE member information database. Serve as the point-person for collecting changes to member data from the Enrollment team and others. Update the online member database and maintain Google groups. Deliver hours data to hours reporting coordinator. 30 hours
Digital Assistant 2 (content support)		25-30 hrs/yr		Responsible for creating and editing web site content, including the front page of both the member and public-facing web pages with current information and/or announcements and keeping the online calendar up-to-date. 25-30 hours

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Community Relations Coordinator		80 hrs/yr		The community relations coordinator's primary focus is to foster a sense of community within the PACE program. Our purpose is to become a more cohesive group, while obtaining the objectives that benefit the education and social skills of our children. The Community Relations Coordinator will work with the PACE teachers, parents, and children along the Wellington and Woodinville communities to accomplish our goals. The Coordinator will prepare, work with and oversee Volunteer Programs such as ice cream social and Sock Hop. The community relations coordinator will represent various programs with the board and serve as an advocate for the positions listed under his/her umbrella below and will coordinate with them when necessary.
Sock Hop Lead Co-Coordinator 1		40 hrs/yr		Each year, PACE at Wellington organizes and hosts the annual Wellington Sock Hop around the end of March. The Coordinators are responsible for appointing and organizing Sock Hop committee members for procurement, and tracking of items and donations, basket packaging, publicity, ticket sales, decorations, Food Sales, Bakes Sale, Games, entertainment and security. The Coordinator position would be best served by an individual or group who work well together, are familiar with Sock hop and available to put in intensive hours in the months of January through March. The Sock Hop Lead Coordinators will work with the Community Relations Coordinator and Sock Hop Class Coordinators from each grade to facilitate a successful Sock Hop. It is possible that these positions will fill upwards of 40 hours each.
Sock Hop Lead Co-Coordinator 2		40 hrs/yr		Each year, PACE at Wellington organizes and hosts the annual Wellington Sock Hop around the end of March. The Coordinators are responsible for appointing and organizing Sock Hop committee members for procurement, and tracking of items and donations, basket packaging, publicity, ticket sales, decorations, Food Sales, Bakes Sale, Games, entertainment and security. The Coordinator position would be best served by an individual or group who work well together, are familiar with Sock hop and available to put in intensive hours in the months of January through March. The Sock Hop Lead Coordinators will work with the Community Relations Coordinator and Sock Hop Class Coordinators from each grade to facilitate a successful Sock Hop. It is possible that these positions will fill upwards of 40 hours each.
Sock Hop Basket/Auction Coordinator		40 hrs/yr		The Sock Hop Basket/Auction coordinator will work with the Sock Hop Co-Coordinators and the Sock Hop Corporate Donations Coordinator. Decides whether items are for raffle or silent auction and how to combine them. Delivers items to raffle and silent auction coordinators. Assists Corporate Donations Coordinator with tracking/inventorying. Primary focus on organizing, separating goods for coordinators and creating packaging ideas for silent auction and raffle basket team.
Sock Hop Corporate Donations Coordinator		55 hrs/yr		Fundraising specifically for Sock Hop. Involves enabling others to go out into the community to get corporate donations and auction items.
Facilities & Calendar Coordinator/Hospitality (includes ice cream social)		40 hrs/yr		Sole PACE contact with Wellington office staff and the NSD facilities personnel for organizing meetings and reservations on NSD property, including board meetings, PACE meetings, Sock Hop, Family Orientation Night, and PACE Open house. Manages PACE Calendar and provides updates to Newsletter / Blog Coordinator for publication. This volunteer helps at all General Meetings, arriving early to set up, and staying late to clean up, with parent help. Additionally, they help with attendance and check-in. During Staff Appreciation week, the Coordinator purchases a gift item for the Wellington Secretarial staff, from PACE. They send cards/ correspondence when needed, such as thank-you notes, get well, sympathy, congratulations, etc. to our teachers, parents, secretary, and principal. They also coordinate the back-to-school Ice Cream Social: reserve the facilities and organize activities, food, drinks, set-up and clean up, and supplies.
Enrichment Lead Coordinator		100+ hrs/yr		Oversees all PACE enrichment activities. Serves as a resource for teachers and other enrichment team members. Helps teachers investigate enrichment projects for use in the classroom. Orchestrates various branches of enrichment (garden, all-PACE, **JA Biztown, and the blog). Trains Enrichment Assistants. Serves on the PACE board. Must have served as garden, events, or JA Biztown coordinator.
Newspaper Lead Coordinator		70 hrs/yr		Organize and lead students in the creation of an All PACE newspaper. <ul style="list-style-type: none"> •Hold lunchtime meetings for newspaper staff (students) to work on their stories, articles, newspaper submissions. (Usually 1 or 2 meetings a week for one month prior to "go to print date". Aim for 3-4 complete papers- fall, winter, spring, final editions) •Help students choose/ or assign stories to students and provide support for them to create their work and meet submission deadlines. •Edit and/or help student editors check all work submitted to the paper. •Take student work and organize it into a complete newspaper (cut/paste, type, scan, etc) •Maintain and organize newspaper supplies (work file box, attendance sheets, clipboards, etc) •Work with teachers to inform students of upcoming meetings, deadlines and newspaper needs. •Take completed final copy to NSD copy center to be printed •Deliver newspapers to classrooms Time Commitment: 1-2 hours/week for 4 months of the school year for meetings •8-10 hours per paper putting it in order to get to the printers •5+ hours total prep work before meeting with students (beginning of the year, before weekly meetings, etc)
Newspaper Assistant Coordinator		25 hrs/yr		Attend "staff meetings" and assist Newspaper lead in running meetings. Help students with writing, computer input, editing. Possibly help newspaper lead in creating the final copy of each paper. Time Commitment: 1-2 hours/week for 4 months of the school year for meetings. 2-4 hours total planning time with newspaper lead.

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	In Class	Out of Class	Both	
Science Fair / Club Coordinator			40+ hrs/yr	This parent volunteer together with PTA's Science Club/Fair coordinator is responsible in setting up and running the Wellington Science Club/Fair. The coordinator put together a team o set a theme for the Science Fair, put together Science Fair activities and entertainment, create curriculum for the Science Club, organizing material, organize volunteers for Science Club and Science Fair.
Scholastic Book Fair Coordinator			25 hrs/yr	Works with PTA and library to coordinate and facilitate the annual Book Fair
Grade 1 Classroom Representative	15+hrs /yr	35 hrs/yr		<p>The duties of this parent volunteer are at the discretion of the classroom teacher, and may include assisting in the preparation of materials for classroom events, contacting parents to request help in the classroom, assisting the teachers in preparation for classroom meetings, attending board meetings, and filling in for the teachers at the general meetings. The Room Representative is primarily responsible for coordinating parent involvement in the classroom, per teachers needs, and overseeing the classroom budget. More specifically, the Room Rep:</p> <ul style="list-style-type: none"> - Will verify that all PACE parents have current WA State Patrol forms on file at the office, and will notify those parents needing to fill a new one out. - Uses the teacher provided classroom volunteer sign-up at the start of the year provide equal opportunities for parents to participate in the classroom. The Room Rep solicits additional volunteers, as needed (e.g., for short term class projects) throughout the remainder of the year; - Oversees classroom budget. Anything purchased for the classroom must be pre-approved by the Room Representative. The Treasurer cannot reimburse classroom expenses that were not pre-approved by the Room Representative; - Oversees the following classroom functions: Field Trips, Classroom Docents (Math, Science, and Art), Party Coordinators, etc. The Room Rep also coordinates teacher appreciation and all communication for the classroom; - Organizes and facilitates three to four classroom meetings each year as the teacher deems needed. The purpose of these meetings is to provide the teacher, Room Rep and parents alike a forum to discuss upcoming classroom activities, changes in policies or - procedures, address concerns, and classroom volunteer needs/sign-ups; - Writes a monthly column for the PACE newsletter (under teacher review) apprising families of classroom activities and future events; -Writes a weekly list of upcoming PACE/PTA events to be e-mailed the teacher for inclusion in the weekly classroom newsletter.
G1-Administration Coordinator	1.5hr/wk			This job involves putting together all of the Monday Mail envelopes each week, sorting graded work and prepping homework. This position requires you are available on Monday afternoons and occasionally on a Tuesday when there is a Monday holiday. Approximately 1.5 hr. per week.
G1-Art Coordinator #1	3-5 hrs/month			This parent is responsible for planning and facilitating monthly, or twice monthly art lessons. The parent volunteers is also responsible for presenting units from The Art Docent program, run by Wellington's PTA, as part of this work (the PTA Art Docent will contact all classroom Docents to provide an overview of the program and materials available). In addition, a brief district training may be required for the Art Docent. They will then work with the teacher to schedule bringing in a project/piece of art for the students to discuss and then re-create). In addition, the Art Docent may be called upon to organize a special art project for the classroom, such as for Mother's or Father's Day gifts. Approximately 3-5
G1-Classroom Cleaner		1 hr/wk		teacher provides a checklist of areas to clean. From time to time this person may be asked to help restock some of the cleaning items needed in the room. Approximately 1 hr. per week.
G1-Display Coordinator		2-3 hr/month		This position requires coming in before or after school once a month to take down old displays/bulletin boards and hang new student work or posters. This person may be asked to mount student's work on construction paper as needed before displaying and may be asked to do larger displays involving multiple classrooms. Approximately 2-3 hrs. per month.
G1-Field Trip/Enrichment Coordinator			10+ hr/ yr	year. Field trips will coincide with particular curriculum themes the teacher may have planned. The Field Trip Coordinators investigate field trip ideas under teacher direction, making the necessary reservations after teacher/school approval. The Field Trip Coordinator is also responsible for checking with the room representative to ensure that all parent field trip volunteers have updated paperwork on file with the main office.
G1-Graded Work Coordinator #1		1 hr/wk		Work to be graded will be sent home with this person's child weekly with a grading key or rubric. After grading, student scores will be recorded on a master list provided by the teacher. It is imperative that this information is kept in the strictest confidence. Grading must be returned the following school day. Grading assessments will cover our weekly spelling tests. Approximately 1 hr. per week.
G1-Graded Work Coordinator #2		1.5 hr/wk		Work to be graded will be sent home with this person's child weekly with a grading key or rubric. After grading, student scores will be recorded on a master list provided by the teacher. It is imperative that this information is kept in the strictest confidence. Grading must be returned the following school day. Grading assessments will cover our weekly timed math tests, as well as our (approximately) monthly math unit tests. Approximately 1.5 hrs. per week.
G1-Librarian / Scholastic Book Order Coordinator	1.5 hr/wk			This position will assist the school librarian for approximately 45 minutes each week during the class's library time. This position also distributes the Scholastic Book Order forms and distributes orders for the class. This person will also help with the annual Scholastic book fair.
G1-Math Enrichment Coordinator	1.5 hr/wk		2-3 hr/month	This person comes in once every month to set up the materials for math stations that align with the math units and curriculum. The teacher will provide guidance and support in organizing these materials. From time to time, the teacher may ask this person to research/create activities for a specific math concept. Approximately 2-3 hr. per month.

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	In Class	Out of Class	Both	
G1-PACE Sock Hop Class Coordinator		15 hrs/yr		Reports to the Sock Hop Coordinator. Oversees and recruits classroom volunteers to assist with <u>Sock Hop Activities</u> . Coordinate all children's activities (excluding DJ). Rent any desired games, or locate donations of games for event. Schedule volunteers for day-of event staffing of games, set up and tear down.
G1-Party Coordinator			5+hr/yr	This person is responsible for 2 in-class celebrations throughout the school year (Halloween and Valentines Day). They plan, collect materials for, and organize themed stations, healthy snacks, and party decorations with each of these celebrations. They coordinate volunteers to assist at each party as needed. The Party Coordinator works with the Room Rep and teacher to communicate all planned activities, obtain pre-approval for necessary funds, and scheduling. Additionally, they are responsible for ensuring that all parent volunteers have updated WSP paperwork on file with the main office (it expires every two years) Approximately 5+ hrs. per year.
G1-Photography Coordinator			7+ hrs/ yr	This person must have a flexible schedule. This position requires attendance to all enrichment activities (field trips, parties, etc.) throughout the year and 1-2 regular classroom activities. This person takes photos of the students participating in these school functions on a digital camera and provides the teacher a copy of all photos via flash drive after each event for use on the classroom website, as well as some that will be printed and put into the student scrapbooks by the Scrapbook Coordinator. This person coordinates throughout the year with the Scrapbook coordinator to provide hard copies of SOME of these photos for use in the student's scrapbooks. Approximately 7+ hrs. per year.
G1-Reading Enrichment Coordinator			3+ hr/month	learning, and periodically, the teacher may provide a list of books needed, or sometimes ask for books on a specific subject. The person in this position may need to work with the Wellington library as well as the public library system to collect these books for use in the classroom. After use, this person returns the books to the appropriate sources. From time to time this person may be asked to print and/or assemble printable books from online sources (ex: A-ZReading.com). They also may be asked to assist in a Take Home Reading
G1-Science/Social Studies Enrichment Coordinator			2 hr/month	Under the teacher's direction, this volunteer may be asked to assist in bringing additional science into the classroom. This may be in the form of enriching the district's "FOSS Kits," (a set of these kits reside at our school) or utilizing "Burke Boxes" borrowed from the Burke museum. This person helps collect and set-up science materials and assists in the implementation of the lesson. In addition, the teacher may request that you call additional parent volunteers to come in to assist with a particular science lesson, if extra parents are needed. Approximately 2 hrs. per month.
G1-Scrapbook Coordinator		7+ hrs/yr		This person is responsible for creating and maintaining the student's scrapbooks throughout the year. This entails creating the scrapbooks (with guidance from the teacher), collecting art samples from the teacher and coordinating with the Classroom Photographer to collect a series of approximately 5 or more photos (from the Photography Coordinator) of each child from different activities throughout the year. This person assembles the scrapbooks to give to each family at the end of the school year. Approximately 7+ hrs. per year.
Grade 2 Classroom Representative			80+ hrs /yr	<p>Duties at the discretion of the classroom teacher.</p> <ul style="list-style-type: none"> • Serves on the PACE board and attends all board meetings. • Oversees the classroom budget, including approving all expenditures. • Works with teacher to organize and oversee classroom volunteer schedule. The room rep also solicits additional volunteers as needed throughout the year as requested by the teacher. • Communicates regularly with the teacher and parents, providing regular updates to parents from the teacher and the PACE board, and facilitating communication between the teacher and parents as needed. • Helps plan and facilitate classroom meetings and events. • Oversees classroom support positions and serves as liaison between the parents and the board. • Writes a monthly column for the PACE Newsletter apprising families of classroom activities and future events. Helps the teacher with classroom newsletter as needed. • Other duties as requested by the teacher. <p>Duties at the discretion of the classroom teacher.</p> <ul style="list-style-type: none"> • Serves on the PACE board and attends all board meetings. • Oversees the classroom budget, including approving all expenditures. • Works with teacher to organize and oversee classroom volunteer schedule. The room rep also solicits additional volunteers as needed throughout the year as requested by the teacher. • Communicates regularly with the teacher and parents, providing regular updates to parents from the teacher and the PACE board, and facilitating communication between the teacher and parents as needed. • Helps plan and facilitate classroom meetings and events. • Oversees classroom support positions and serves as liaison between the parents and the board. • Writes a monthly column for the PACE Newsletter apprising families of classroom activities and future events. Helps the teacher with classroom newsletter as needed. • Other duties as requested by the teacher.
G2-Administration Coordinator			30 min/wk	Assist teacher with tracking ongoing expenses and keeping it up-to-date, keeping track of her receipts and filing the expense reports. Will organize student work to go home and assist with any classroom filing needs. Should be available to come in on Monday mornings.
G2-Art Coordinator			2-3hrs/wk	Plan and facilitate weekly Art Activities. Present units from The Art Docent program, run by Wellington's PTA, once a month in the classroom.

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G2-Classroom Cleaner			20min /wk	Classroom cleaner will clean the classroom once a week. Cleaning responsibilities include: wiping/disinfecting counters and student desks, dusting, and organizing. Coordinate with teacher to <u>determine cleaning day and time</u> ; takes approx. 20 minutes.
G2-Field Trip/Enrichment Coordinator			25 hrs/ yr + field trips	Will work with teacher to <u>oversee the Grade 2 Enrichment Team</u> , which includes coordinators for Science, Social Studies, Math and Literacy. Plans and coordinates field trips for the class, and attends as many field trips as possible. Recruits volunteers as needed for planning and chaperoning field trips. Oversees the Celebration of Cultures event in February.
G2-Graded Work Coordinator 1		2-3 hrs/wk		Grades work to be sent home with their child daily. Grading must be returned the following day. Grading assessments will cover multiple subjects.
G2-Graded Work Coordinator 2		2-3 hrs/wk		Grades work to be sent home with their child daily. Grading must be returned the following day. Grading assessments will cover multiple subjects.
G2-Librarian/Scholastic Book Order Coordinator			1.25hrs / wk	This position will assist the school librarian for approximately 45 minutes each week during the class's library time. This position also distributes the Scholastic Book Order forms and distributes orders for the class. This person will also help with the annual Scholastic book fair.
G2-Math Enrichment Coordinator			40 hr/ yr	<u>Part of the Grade 2 Enrichment team</u> . Oversees IXL Math. Plans and prepares Math activities and games for the classroom. Collects and grades Quick Math books biweekly. Recruits volunteers for special math enrichment projects and activities as needed. Ideally this person would be in class one day per week during math lesson.
G2-PACE Sock Hop Class Coordinator			20hrs / yr	<u>Reports to the Sock Hop Coordinator</u> . Oversees and recruits classroom volunteers to assist with PR and establish a ticket selling schedule for the event. <u>Ticketing & PR</u> - Purchases tickets and wristbands. Makes family packs. Order flyers and promotion materials. Hang posters throughout the school and community as needed. Assists with week of promotion such as car-line advertising, basket displaying the classrooms, and other activities to gain event attention.
G2-Party Coordinator			10-15 hrs/ yr	Organizes and oversees classroom parties, like Halloween and Valentines, and other celebrations that may come up. Works with parents to determine volunteers, supplies, etc.
G2-Literacy Enrichment Coordinator			30-40 hrs/ yr	<u>Part of the Grade 2 Enrichment team</u> . Plans and prepares enrichment projects for Reading units. Recruits volunteers as needed to prep and execute projects in class. Should be available to serve as a reading group volunteer at least once per week. Assists with preparing materials for Reading Groups AND Literacy Circles.
G2-Science Enrichment Coordinator			12 hrs/ yr	<u>Part of the Grade 2 Enrichment team</u> . Plans and prepares enrichment projects for science units. Recruits volunteers as needed to prep and execute projects in class. Must be available to come in 2-3 times per week during science units to BOTH lead and assist with science lessons.
G2-Scrapbook & Portfolio Coordinator			10-15 hrs/ yr	Takes or arranges the taking of photographs during classroom events. Creates a photo book on a photo sharing web site that may be purchased by parents who are interested. Orders one copy for the teacher. Preferably would have some experience with photography and a working knowledge of photo web sites and photo books. This person will also take special art projects, reports, and assignments and place them with the accompanying pictures. Provides photos to room rep. for newsletter.
G2-Special Events Coordinator			27 hr/ yr	<u>Part of the Grade 2 Enrichment team</u> . Plans and prepares enrichment projects for social studies units. Recruits volunteers as needed to prep and execute projects in class. Helps plan Second Grade Cultural Activities, Brain Awareness Week events, possible play, etc. 20 hours outside of class/ 7 hours in class
G2-Word Work Assessment Coordinator			2hr/ wk	Assists with preparing materials for Words Their Way and grading and recording spelling tests. Should be available during Words Their Way classroom time at least once per week.

Purple = Board Position

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Position	Approx. time commitment			DESCRIPTION
	In Class	Out of Class	Both	
Grade 3 Classroom Representative			80+ hrs /yr	<p><i>Purple = Board Position</i></p> <p>The duties of this parent volunteer are at the discretion of the classroom teacher, and may include assisting in the preparation of materials for classroom events, contacting parents to request help in the classroom, assisting the teachers in preparation for classroom meetings, attending the PACE board meetings, and filling in for the teachers at the general meetings. The Room Representative is primarily responsible for coordinating parent involvement in the classroom, per teachers needs, and overseeing the classroom budget. More specifically, the Room Rep:</p> <ul style="list-style-type: none"> - Will verify that all PACE parents have current WA State Patrol forms on file at the office, and will notify those parents needing to fill a new one out. - Uses the teacher provided classroom volunteer sign-up at the start of the year provide equal opportunities for parents to participate in the classroom. The Room Rep solicits additional volunteers, as needed (e.g., for short term class projects) throughout the remainder of the year; - Oversees classroom budget. Anything purchased for the classroom must be pre-approved by the Room Representative. The Treasurer cannot reimburse classroom expenses that were not pre-approved by the Room Representative; - Oversees the following classroom functions: Field Trips, Classroom Docents (Math, Science, and Art), Party Coordinators, etc. The Room Rep also coordinates teacher appreciation and all communication for the classroom; - Organizes and facilitates three to four classroom meetings each year as the teacher deems needed. The purpose of these meetings is to provide the teacher, Room Rep and parents alike a forum to discuss upcoming classroom activities, changes in policies or - procedures, address concerns, and classroom volunteer needs/sign-ups; - Writes a monthly column for the PACE newsletter (under teacher review) apprising families of classroom activities and future events; -Writes a weekly list of upcoming PACE/PTA events to be e-mailed the teacher for inclusion in the weekly classroom newsletter. Approximately 80+ hrs. per year.
G3-Administration Coordinator	1.5hr/wk			This job involves putting together all of the Monday Mail envelopes each week, sorting graded work and prepping the week's homework. This position requires you are available on Monday afternoons and occasionally on a Tuesday when there is a Monday holiday. Approximately 1.5 hr. per week.
G3-Art Coordinator 1	1.5hr/wk	1.5hr/wk		This parent is responsible for planning and facilitating bi-monthly art lessons on Friday afternoons. The parent volunteers may also be responsible for presenting units from The Art Docent program, run by Wellington's PTA, as part of this work. (The PTA Art Docent Coordinator will contact all classroom coordinators to provide an overview of the Art Docent program and materials available. In addition, district training may be required for Art Docent volunteers. The Art Docents then work with the teacher to schedule bringing in Art picture/medium and a project for the students to discuss and then re-create, once a month). In addition, the Art Docent may be called upon to organize a special art project for the classroom, such as for Mother's or Father's Day gifts. Approximately 3-5 hrs. per month.
G3-Classroom Cleaner		1hr/wk		This person is responsible for keeping our dust bunnies and germs to a minimum. Before or after school each week they come into the classroom to clean. The teacher provides a checklist of areas to clean. From time to time this person may be asked to help restock some of the cleaning items needed in the room. Approximately 1 hr. per week.
G3-Display Coordinator		2-3 hr/month		This position requires coming in before or after school once a month to take down old displays/bulletin boards and hang new student work or posters. This person may be asked to mount student's work on construction paper as needed before displaying and may be asked to do larger displays involving multiple classrooms. Approximately 2-3 hrs. per month.
G3-Field Trip/Enrichment Coordinator			10+hrs /yr	<p>Field Trip Coordinator needs to meet with the teacher in late spring or summer (dependent upon the teacher's availability) to begin laying out classroom field trips for the following school year. Field trips will coincide with particular curriculum themes the teacher may have planned. The Field Trip Coordinators investigate Field Trip ideas under teacher direction, making the necessary reservations after teacher approval. The Field Trip Coordinators are also responsible for checking with their room representative to ensure that all parents driving have been cleared to do so.</p> <p>The Field Trip Coordinator is responsible for distributing Field Trip permission forms, scheduling drivers for field trips, and monitoring the classroom's field trip budget. The Field Trip Lead is also responsible for listing Field Trips on the School's Master calendar, located in the Wellington Office, and alerting the teacher in advance if there may be scheduling conflicts with other activities occurring at school.</p> <p>The Field Trip Coordinator performs research, distributes and collects forms, calls parents, etc., as needed.</p> <p>All PACE parents must fill out a Washington State Patrol Form every two years prior to working in the classroom or driving on field trips. In addition, all parents driving on field trips must have filled out a "Proof of Insurance Form", and attached a copy of their current insurance card. Copies of the forms can be found in the PACE Information Center. Completed / approved forms are then kept in files in the Wellington Office. The Field Trip Coordinator will verify that all PACE parents have current forms on file at the office, and will notify those parents needing to fill a new one out, or to supply an updated copy of their insurance card.</p> <p>Each classroom Field Trip Coordinator should maintain a notebook of information, including both field trips attended and ideas submitted from both parents and teachers for future field trips. These notebooks are passed on to incoming Field Trip Coordinator for reference. Approximately 10+ hrs. per year.</p>

Wellington Pace 2014-2015 Support & Board Position Descriptions

Position	Approx. time commitment			DESCRIPTION
	In Class	Out of Class	Both	
G3-Graded Work Coordinitor		1.5 hr/wk		Work to be graded will be sent home with their child weekly with a grading key or rubric. After grading, student scores will be recorded on master list provided by the teacher. Grading must be returned the following day. Grading assessments will cover our weekly spelling tests , end of unit math tests, math fluency tests and rarely some writing assessments. Approximately 1.5 hrs. per week.
G3-Librarian/Scholastic Book Order Coordinator			1.5 hr/wk	This person finds time once a week to come into the classroom either before or after school to organize the classroom books. They make sure books are in the correct bins. 1-2 times a year they assist the teacher in leveling new books and adding them to the classroom library. The teacher provides guidance to help with this. Every other month scholastic book orders are prepared in order to be distributed to students. Approximately 1.5 hr. per week.
G3-PACE Sock Hop Class Coordinator		20 hrs / yr		Reports to the Sock Hop Coordinator. Oversees and recruits classroom volunteers to assist with <u>food/dinner solicitation and sales</u> for the Sock Hop. Secure dinner food and beverage donations for the event. Get class volunteers to loan coolers for beverage storage during the event . Acquire napkins, utensils, food handler gloves, and other items as needed. Schedule class volunteers to work the food booth at the event. Set up/tear down of food.
G3-Party Coordinator			5+hr/ yr	This person is responsible for 2 in-class celebrations throughout the school year (Halloween and Valentines Day). They plan, collect materials for, and organize themed stations, healthy snacks, and party decorations with each of these celebrations. They coordinate volunteers to assist at each party as needed. The Party Coordinator works with the Room Rep and teacher to communicate all planned activities, obtain pre-approval for necessary funds, and scheduling. Additionally, they are responsible for ensuring that all parent volunteers have updated WSP paperwork on file with the main office (it expires every two years) Approximately 5+ hrs. per year.
G3-Photography Coordinator			7+ hrs/ yr	This person must have a flexible schedule. This position requires attendance to all enrichment activities (field trips, parties, etc.) throughout the year and 1-2 regular classroom activities. This person takes photos of the students participating in these school functions on a digital camera and provides the teacher a copy of all photos via flash drive after each event for use on the classroom website, as well as some that will be printed and put into the student scrapbooks by the Scrapbook Coordinator. This person coordinates
G3-Published Writing Coordinator 1			2 hrs /wk	Approximately 4-5 times throughout the school year this person collects student writing from each of our writing units and types up the student's work to be published into a class book and/or individual student books. This person also works with teacher guidance to bind and distribute published copies of the books to students. Approximately 8+ hours per year.
G3-Science/Social Studies Enrichment Coordinator	2 hrs/wk			Under the teacher's direction, this volunteer assists in bringing Science and Social Studies into the classroom. This may be in the form of utilizing the district's "FOSS Kits," (a set of these kits reside at our school). In addition, the teacher may request that you call additional parent volunteers to come in to assist with a particular science/social studies lesson, if extra parents are needed.
G3-Scrapbook Coordinator		7+ hrs/ yr		This person is responsible for creating and maintaining the student's scrapbooks throughout the year. This entails creating the scrapbooks (with guidance from the teacher), collecting art samples from the teacher and coordinating with the Classroom Photographer to collect a series of approximately 5 or more photos (from the Photography Coordinator) of each child from different activities throughout the year. This person assembles the scrapbooks to give to each family at the end of the school year. Approximately 7+ hrs. per year.

Wellington Pace 2014-2015 Support & Board Position Descriptions

Position	Approx. time commitment			DESCRIPTION
	In Class	Out of Class	Both	
Grade 4 Classroom Representative			80+ hrs /yr	<p><i>Purple = Board Position</i></p> <p>The duties of this parent volunteer are at the discretion of the classroom teacher, and may include assisting in the preparation of materials for classroom events, contacting parents to request help in the classroom, assisting the Teachers in preparation for classroom meetings, attending the board meetings, and filling in for the teachers at the General Meetings. The Room Representative is primarily responsible for coordinating parent involvement in the classroom, per teachers needs, and overseeing the classroom budget. More specifically, the Room Rep:</p> <ul style="list-style-type: none"> - Will verify that all PACE parents have current WA State Patrol forms on file at the office, and will notify those parents needing to fill a new one out. - Prepares a classroom volunteer sign-up sheet, giving equal opportunity for every parent to participate. The Room Rep also solicits additional volunteers, as needed (e.g., for short term class projects) throughout the remainder of the year; - Oversees classroom budget. Anything purchased for the classroom must be pre-approved by the Room Representative. The Treasurer cannot reimburse classroom expenses that were not pre-approved by the Room Representative; - Oversees the following classroom functions: Field Trips, Classroom Docents (Math, Science, and Art), Party Coordinators, etc. The Room Rep also coordinates teacher appreciation and all communication for the classroom; - Organizes and facilitates three to four classroom meetings each year. The purpose of these meetings is to provide the teacher, Room Rep and parents alike a forum to discuss upcoming classroom activities, changes in policies or - procedures, address concerns, and classroom volunteer needs/sign-ups; - Writes a monthly column for the PACE newsletter (under teacher review) apprising families of classroom activities and future events.
G4-Administration Coordinator			1hr/wk	This job involves organizing papers, updating the classroom library book database and making copies as needed by the teacher every Monday for about an hour.
G4-Art Coordinator			2-3 hrs/wk	These parent volunteers are responsible for planning and facilitating weekly Art Activities. The parent volunteers may also be responsible for presenting a unit from The Art Docent program, run by Wellington's PTA, once a month in the classroom. (The PTA Art Docent Coordinator will contact all classroom coordinators to provide an overview of the Art Docent program and materials available. In addition, district training may be required for Art Docent volunteers. The Art Docents then work with the teacher to schedule bringing in Art picture/medium and a project for the students to discuss and then create, once a month.) In addition, the Art Docent may be called upon to organize a special art project for the classroom, such as for Mother's or Father's Day gift.
G4-Classroom Cleaner			.5 hrs/wk	These parent volunteers are responsible for cleaning the classroom once a week after school. The day of the week should be scheduled with the teacher. Cleaning should include wiping / disinfecting counters and student desks, dusting and organizing shelves, etc.
G4-Field Trip/Enrichment Coordinator			50+ hrs/yr	<p>Field Trip Coordinators need to meet with the teacher in late spring or summer (dependant upon the teacher's availability) to begin laying out classroom field trips for the following school year. Oftentimes, field trips will coincide with particular curriculum themes the teacher may have planned. The Field Trip Coordinators investigate Field Trip ideas under teacher direction, making the necessary reservations after teacher approval. The Field Trip Coordinators are also responsible for checking with their room representative to ensure that all parents driving have been cleared to do so.</p> <p>The Field Trip Coordinator is responsible for distributing Field Trip permission forms, scheduling drivers for field trips, and monitoring the classroom's field trip budget. The Field Trip Lead is also responsible for listing Field Trips on the School's Master calendar, located in the Wellington Office, and alerting the teacher in advance if there may be scheduling conflicts with other activities occurring at school.</p> <p>The Field Trip Coordinator performs research, distributes and collects forms, calls parents, etc., as needed.</p> <p>All PACE parents must fill out a Washington State Patrol Form every two years prior to working in the classroom or driving on field trips. In addition, all parents driving on field trips must have filled out a "Proof of Insurance Form", and attached a copy of their current insurance card. Copies of the forms can be found in the PACE Information Center. Completed / approved forms are then kept in files in the Wellington Office. The Field Trip Coordinator will verify that all PACE parents have current forms on file at the office, and will notify those parents needing to fill a new one out, or to supply an updated copy of their insurance card.</p> <p>Each classroom Field Trip Coordinator should maintain a notebook of information, including both field trips attended and ideas submitted from both parents and teachers for future field trips. These notebooks are passed on to incoming Field Trip Coordinator for reference. Also works with Enrichment Lead Coordinator to help plan activities.</p>
G4-Parties/Scrapbook/Photos Coordinator			15 hrs/yr	Plans and organizes class parties and class special events, scrapbook, and photos. Provides photos to room rep. for newsletter
G4-JA Biztown Coordinator			20 hrs/yr	Coordinates JA Biztown enrichment. This involves preparation and scheduling of students and participating PACE teachers, as well as coordination of the field trip to Biztown. Works with the Enrichment Coordinator as needed.

Wellington Pace 2014-2015 Support & Board Position Descriptions

Position	Approx. time commitment			DESCRIPTION
	In Class	Out of Class	Both	
G4-PACE Sock Hop Class Coordinator		25 hrs/yr		Reports to the Sock Hop Coordinator. Oversees and recruits volunteers for the raffle basket coordination. <u>RAFFLE Basket Coordinator</u> - Solicit PACE families to donate items to make raffle baskets. Receive and pick up donated items. Recruit volunteers to attend 3 hour "work parties" at your home during month of March. (suggest 5-7 volunteers at each). Recruit volunteers to store raffle items at their homes until event and transport BASKETS TO EVENT. Oversee creation of raffle baskets. Create spreadsheet to track raffle baskets, oversee creation of basket tags, creation of lunch bags to hold raffle tags and coordinate set up of raffle area and recruit volunteers to help. Set up/tear down of raffle event.
G4-Pioneer Farm Coordinator			40 hrs/yr	This will hopefully take place in the Spring. This job takes a lot of organizational ability. It requires a lot of time during the 2-3 weeks leading up to the field trip. It involves organizing the collecting, purchasing, and transporting of food and supplies for the overnight trip. A comprehensive list of food and supplies will be provided. The coordinator will meet with the teacher and field trip chaperones at a Pioneer Farms chaperone meeting to divide cooking, cleaning, etc roles and duties during the field trip.
G4-Science/Social Studies Enrichment Coordinator		40 hrs/yr		Coordinates with the teacher for the rental, pickup and return of Burke Boxes relating to Washington state history, grades geography homework each Friday-Monday, and organizes science kits at the beginning and end of each science unit.

Purple = Board Position

Wellington Pace 2014-2015 Support & Board Position Descriptions

Position	Approx. time commitment			DESCRIPTION
	In Class	Out of Class	Both	
Grade 5 Classroom Representative			80+ hrs /yr	<p><i>Purple = Board Position</i></p> <p>The duties of this parent volunteer are at the discretion of the classroom teacher, and may include assisting in the preparation of materials for classroom events, contacting parents to request help in the classroom, assisting the Teachers in preparation for classroom meetings, attending the board meetings, and filling in for the teachers at the General Meetings. The Room Representative is primarily responsible for coordinating parent involvement in the classroom, per teachers needs, and overseeing the classroom budget. More specifically, the Room Rep:</p> <ul style="list-style-type: none"> - Will verify that all PACE parents have current WA State Patrol forms on file at the office, and will notify those parents needing to fill a new one out. - Prepares a classroom volunteer sign-up sheet, giving equal opportunity for every parent to participate. The Room Rep also solicits additional volunteers, as needed (e.g., for short term class projects) throughout the remainder of the year; - Oversees classroom budget. Anything purchased for the classroom must be pre-approved by the Room Representative. The Treasurer cannot reimburse classroom expenses that were not pre-approved by the Room Representative; - Oversees the following classroom functions: Field Trips, Classroom Docents (Math, Science, and Art), Party Coordinators, etc. The Room Rep also coordinates teacher appreciation and all communication for the classroom; - Organizes and facilitates three to four classroom meetings each year. The purpose of these meetings is to provide the teacher, Room Rep and parents alike a forum to discuss upcoming classroom activities, changes in policies or - procedures, address concerns, and classroom volunteer needs/sign-ups; - Writes a monthly column for the PACE newsletter (under teacher review) apprising families of classroom activities and future events.
G5-Art Coordinator			30 hrs / yr	<p>This parent volunteer is for planning and facilitating Art Activities. The volunteer may also be responsible for presenting a unit from The Art Docent program, run by Wellington's PTA, once a month in the classroom. (The PTA Art Docent Coordinator will contact all classroom coordinators to provide an overview of the Art Docent program and materials available. In addition, district training may be required for Art Docent volunteers. The Art Coordinator then work with the teacher to schedule bringing in Art picture/medium and a project for the students to discuss and then create, once a month.) In addition, the Art Coordinator may be called upon to organize a special art project for the classroom, such as for Mother's or Father's Day gift.</p>
G5-Classroom Cleaner		1 hr/wk		<p>Once a week removes items off of student desks, sprays with cleaner and wipes dry. Replaces student items. Cleans other classroom surfaces as necessary. Work done prior to school day preferable. 1 hour per week in class.</p>
G5-Colonial Days Coordinator			20+ hrs/yr	<p>Heading up the Colonial Day event that takes place in the spring with the other 5th grade room moms and teachers. You will need to recruit other parent volunteers to run Colonial Day stations. Up to 20+ hours during the school year December to May.</p>
G5-Field Trip/Enrichment Coordinator			50+ hr/yr	<p>Field Trip & Enrichment coordinator needs to meet with the teacher in late spring or summer (dependant upon the teacher's availability) to begin laying out classroom field trips for the following school year. Oftentimes, field trips will coincide with particular curriculum themes the teacher may have planned. The Field Trip Coordinators investigate Field Trip ideas under teacher direction, making the necessary reservations after teacher approval. The Field Trip Coordinators are also responsible for checking with their room representative to ensure that all parents driving have been cleared to do so.</p> <p>The Field Trip Coordinator is responsible for distributing Field Trip permission forms, scheduling drivers for field trips, and monitoring the classroom's field trip budget. The Field Trip Lead is also responsible for listing Field Trips on the School's Master calendar, located in the Wellington Office, and alerting the teacher in advance if there may be scheduling conflicts with other activities occurring at school.</p> <p>The Field Trip Coordinator performs research, distributes and collects forms, calls parents, etc., as needed.</p> <p>All PACE parents must fill out a Washington State Patrol Form every two years prior to working in the classroom or driving on field trips. In addition, all parents driving on field trips must have filled out a "Proof of Insurance Form", and attached a copy of their current insurance card. Copies of the forms can be found in the PACE Information Center. Completed / approved forms are then kept in files in the Wellington Office. The Field Trip Coordinator will verify that all PACE parents have current forms on file at the office, and will notify those parents needing to fill a new one out, or to supply an updated copy of their insurance card.</p> <p>Each classroom Field Trip Coordinator should maintain a notebook of information, including both field trips attended and ideas submitted from both parents and teachers for future field trips. These notebooks are passed on to incoming Field Trip Coordinator for reference. Also works with Enrichment Lead Coordinator to help plan activities. This positions requires 50+ hours per year.</p>
G5-Librarian/Scholastic Book Order Coordinator			25+hr/yr	<p>Volunteer will label and level new books to the classroom library. Ideally this person should have training in leveling books. Volunteer will work in the school library during the weekly time slot for the classroom, as well as distribute the flyers and manage the orders for Scholastic Books. This person will also help with the annual Scholastic Book Fair. 25+ hours per year.</p>

Wellington Pace 2014-2015 Support & Board Position Descriptions

Position	Approx. time commitment			DESCRIPTION
	In Class	Out of Class	Both	
G5-Math Enrichment Coordinator			10-15hr/yr	Copy, prepare and organize math materials as needed to support teacher's instruction. This includes grading weekly math facts timed tests, which can be done at home. Tests will be sent home on early dismissal Wednesdays and are to be returned the next day. 10-15 hours per year.
G5-PACE Sock Hop Class Coordinator		35 hrs/yr		Reports to the Sock Hop Coordinator. Oversees and recruits volunteers for <u>Silent Auction</u> portion of the Sock Hop. Receive and pick up donated items. Recruit volunteers to attend 3 hour "work parties" at your home during month of March (suggest min of 5 volunteers each party).Oversee creation of silent auction boards. Create spreadsheet to track silent auction items, or add info to procurement lead spreadsheet(including market value, min bid ,number of bidders, final price paid, winner bidder. Create auction boards for display, envelopes to be given to winners to present at claim. Create auction bid sheets, coordinate transportation of items to event, coordinate set up of auction area(including recruiting of volunteers from class needed).Work at payment table to give envelopes and auction items to winning bidders and check off items as they go. Most work is in Feb/March.
G5-Parties/Scrapbook/Photo Coordinator			25+hr/yr	Plans and organizes class parties and class special events, scrapbook, and photos. Provides photos to room rep. for newsletter 25+ hours per year.
G5-Play Coordinator			25+hr/yr	The Play coordinator will work closely with the classroom teacher throughout the spring to assist with organization and rehearsal of a classroom play involving the American Revolution. This position is for someone who ideally has some background or passion for drama and theatre. The coordinator will be responsible for organizing parent volunteers, assisting with scenery construction (student made) and assisting in class rehearsals. Rehearsals may include sessions for memorizing and/or staging the production. Some roles for this position may change due to the needs of the class and classroom teacher as the production unfolds. Play will be performed late May to early June. Time commitment is approximate.
G5-Reading Enrichment Coordinator			10-20 hrs/yr	Copy, prepare and organize reading group materials as needed to support teacher's instruction. 10-20 hours per year.
G5-Science/Social Studies Enrichment Coordinator			25 hr/yr	Provide Robotics support by charging robots, deleting old programs, and organizing materials. 5-6 hours in prep work getting the robots ready to go for class. After that it was 1 hour per week support in class for approx. total of 25 hours.
G5-Word Work Assessment Coordinator		1-2 hrs/wk		Grader of weekly word tests, grades student word tests with a provided key and returns the scored tests the following school day. This can easily be done at home. Sent home on Fridays. One hour every week Sept.-June.
G5-Writing Coordinator		up to 10 hrs/yr		Publishes student work by copying and binding into book format. Can be easily done in the Wellington Work room. Up to 10 hours per year.

Purple = Board Position

Wellington Pace 2014-2015 Support & Board Position Descriptions

Position	Approx. time commitment			DESCRIPTION
	In Class	Out of Class	Both	
Grade 6 Classroom Representative			80+ hrs/yr	<p><i>Purple = Board Position</i></p> <p>The duties of this parent volunteer are at the discretion of the classroom teacher, and may include assisting in the preparation of materials for classroom events, contacting parents to request help in the classroom, assisting the Teachers in preparation for classroom meetings, attending the board meetings, and filling in for the teachers at the General Meetings. The Room Representative is primarily responsible for coordinating parent involvement in the classroom, per teachers needs, and overseeing the classroom budget. More specifically, the Room Rep:</p> <ul style="list-style-type: none"> - Will verify that all PACE parents have current WA State Patrol forms on file at the office, and will notify those parents needing to fill a new one out. - Prepares a classroom volunteer sign-up sheet, giving equal opportunity for every parent to participate. The Room Rep also solicits additional volunteers, as needed (e.g., for short term class projects) throughout the remainder of the year; - Oversees classroom budget. Anything purchased for the classroom must be pre-approved by the Room Representative. The Treasurer cannot reimburse classroom expenses that were not pre-approved by the Room Representative; - Oversees the following classroom functions: Field Trips, Classroom Docents (Math, Science, and Art), Party Coordinators, etc. The Room Rep also coordinates teacher appreciation and all communication for the classroom; - Organizes and facilitates three to four classroom meetings each year. The purpose of these meetings is to provide the teacher, Room Rep and parents alike a forum to discuss upcoming classroom activities, changes in policies or - procedures, address concerns, and classroom volunteer needs/sign-ups; - Writes a monthly column for the PACE newsletter (under teacher review) apprising families of classroom activities and future events.
G6-6th Grade Graduation Coordinator		8 hrs/yr		Organizes 6th grade graduation party and teacher roast of the students. A dessert themed evening at the end of the school year.
G6-Art Coordinator	9 hr	20 hr		These parent volunteers are responsible for planning and facilitating monthly Art Activities. The parent volunteer may also be responsible for presenting a unit from The Art Docent program, run by Wellington's PTA, once a month in the classroom. (The PTA Art Docent Coordinator will contact all classroom coordinators to provide an overview of the Art Docent program and materials available. In addition, district training may be required for Art Docent volunteers). The Art Coordinator will work with the teacher to schedule an art project in the classroom approximately once a month. The art projects will connect to areas of study for 6th grade or will be based on various artists and art techniques.
G6-Classroom Cleaner	30 min/wk			These parent volunteers are responsible for cleaning the classroom once a week after school. The day of the week should be scheduled with the teacher. Cleaning should include wiping / disinfecting counters and student desks, dusting and organizing shelves, etc.
G6-Field Trip/Enrichment Coordinator			50+ hrs/yr	<p>the following school year. Oftentimes, field trips will coincide with particular curriculum themes the teacher may have planned. The Field Trip Coordinators investigate Field Trip ideas under teacher direction, making the necessary reservations after teacher approval. The Field Trip Coordinators are also responsible for checking with their room representative to ensure that all parents driving have been cleared to do so.</p> <p>The Field Trip Coordinator is responsible for distributing Field Trip permission forms, scheduling drivers for field trips, and monitoring the classroom's field trip budget. The Field Trip Lead is also responsible for listing Field Trips on the School's Master calendar, located in the Wellington Office, and alerting the teacher in advance if there may be scheduling conflicts with other activities occurring at school.</p> <p>The Field Trip Coordinator performs research, distributes and collects forms, calls parents, etc., as needed.</p> <p>All PACE parents must fill out a Washington State Patrol Form every two years prior to working in the classroom or driving on field trips. In addition, all parents driving on field trips must have filled out a "Proof of Insurance Form", and attached a copy of their current insurance card. Copies of the forms can be found in the PACE Information Center. Completed / approved forms are then kept in files in the Wellington Office. The Field Trip Coordinator will verify that all PACE parents have current forms on file at the office, and will notify those parents needing to fill a new one out, or to supply an updated copy of their insurance card.</p> <p>Each classroom Field Trip Coordinator should maintain a notebook of information, including both field trips attended and ideas submitted from both parents and teachers for future field trips. These notebooks are passed on to incoming Field Trip Coordinator for reference. Also works with Enrichment Lead Coordinator to help plan activities. This positions requires 50+ hours per year.</p>
G6-Librarian/Scholastic Book Order Coordinator			1.5 hr/wk	This position will assist the school librarian for approximately 45 minutes each week during the class's library time. This position also distributes the Scholastic book order forms and coordinates orders for the class. As needed, the Librarian will also organize and inventory the classroom library by reading level and genre. This person will also help with the annual Scholastic book fair.
G6-Math Enrichment Coordinator		15min/wk		The Math Enrichment Coordinator is responsible for preparing materials and scheduling volunteers for the Math Enrichment class period twice weekly. The Math Enrichment Coordinator will meet with teacher to organize and plan different math units and areas of focus.

Wellington Pace 2014-2015 Support & Board Position Descriptions

Position	Approx. time commitment			DESCRIPTION
	In Class	Out of Class	Both	
G6-PACE Sock Hop Class Coordinator		20 hrs/yr		The PACE Sock Hop Class Coordinator is responsible for overseeing the <u>bake sale portion</u> of the Sock Hop. With the assistance of 6th grade students, teacher, and parents: generate flyers to solicit bake sale goods from all PACE families, coordinate a schedule for volunteers at the event, manage baked good as they come in the day of the event. Get class volunteers (both student and parent) to set-up and display of baked items. Marketing for event, set up/tear down, some classroom presentations to class to delegate work and understand roles of students.
G6-Parties/Scrapbook/Photo Coordinator	7 hr	3 hr		Plans and organizes class parties and class special events, scrapbook, and photos. Provides photos to room rep. for newsletter. Plan and recruit help for the all 6th grade picnic at the end of the year.
G6-Reading Enrichment Coordinator		30 min/week		The Reading Enrichment Coordinator is responsible for organizing parent volunteers for Reading Enrichment. This includes Book Clubs and Reading Monitoring. The Reading Enrichment Coordinator ensures that book clubs are meeting regularly and conversation notes are being recorded. For the Reading Monitoring, the Reading Enrichment Coordinator will make copies of reading material and keep assessment materials organized.
G6-Science Enrichment Coordinator	while teaching units (45 min/yr)	1hr/wk		Science Enrichment Coordinator will organize and lead two science units. The Skateboard Science unit in the winter and the Robotics unit in the spring. As the units have already been created, the Science Coordinator is responsible for reading through lesson materials to present to class approximately 3 days a week.
G6-Word Work Assessment Coordinator		30 min/wk		Photo-copy Word Work packets and word sorts on a bi-weekly basis. Grade word work tests at the end of every 2 weeks.

Purple = Board Position