

Job Descriptions

Cocopah APT Board Positions

Updated April 2010

President

Develop agenda for and lead Board meetings monthly.

Recruit volunteers for school activities and committees.

Act as principal/APT liaison to principal and other administrators.

Develop yearly calendar of events and assist school administrators in planning activities.

Develop yearly budget with APT treasurer.

Be present on campus for special events

Respond to requests from teachers/administrators for funding and other types of assistance.

Presentations to parents at Back to School Night and at the Spring Open House events.

Coordinate the Volunteer Appreciation Event at the end of the year.

VP of School Activities

**Site Council Representative
Parent Council Representative
Student Council Liaison
Red / Yellow Ribbon Week
Counselor Liaison
Arts in Education**

Site Council Representative

Attend Site Council Meetings on the 2nd and 4th Wednesdays of each month.

Report important information to the APT Executive Board.

Parent Council Representative

The SPC Representative responsibilities include attending all SPC monthly general membership meetings. These meetings are held at the SUSD Education Center, 3811 N. 44th St. Phoenix, AZ. Monthly meetings vary in subject matter: Safety in schools, Arts in Education, background requirements for volunteers etc. Give report at the APT General Membership meetings.

Student Council Liaison

Student Council Liaison is responsible for communication (dates, projects, fundraising, etc..) between Student Council teachers/members and the APT Board. Work closely with VP of School Activities to coordinate Student Council activities and projects. Assist with organizing and judging Yellow Ribbon Week and Red Ribbon Week activities. Assist Student Council teachers with special projects, as needed.

Time requirement: 2-3 hours per month

Red / Yellow Ribbon Week Chair

September

In preparation for Yellow Ribbon Week (Celebration of Life), Chair will coordinate this effort with the Assistant Principal and the Student Council. The duties of the position are to judge student poems, make copies, attend meetings at school and give input / ideas. The time requirement is 2 -3 weeks prior to the week long event which is sometime in mid September.

October

Red Ribbon Week (Program against Drugs, Alcohol and Tobacco), Chair will need to coordinate with the Assistant Principal, Student Council and the Red Ribbon Representative's committee. Chair will attend teacher / parent meetings, give input, judge contest, decorate campus and other responsibilities. The time requirement is 2 – 3 meetings prior to the event in October.

Counselor Liaison

Individual will aid the counselors with student related activities as needed. Duties may include, on a couple of occasions throughout the school year, organizing parent helpers for cafeteria displays, academic achievement awards or special activities. Minimum time commitment required.

Arts in Education

Coordinate the Arts in Ed field trips for the 6th and 7th graders with one of the Assistant Principals. Coordinate a day for the 8th graders to go to Chaparral for a preview of what fine art programs are offered for the freshmen year. Write a grant for an Artist in Residence to come to Cocopah in the spring or fall for either fine arts or tech lab.

VP of Support Services

Volunteer Coordinator
Office Volunteers
Photocopy Volunteers
Lunchroom Volunteers
Media Center Volunteers
Health Office Volunteers

Volunteer Coordinator

Create an Excel spreadsheet of all volunteer jobs at Cocopah.

Input all data from the parent volunteer forms into the spreadsheet including parent volunteers' names, numbers, and emails.

Email entire file to all committee chairs.

Print a final copy of all volunteers and jobs and put in a notebook in the main office.

Alphabetize all parent volunteer forms and put in a notebook in the front office.

Timeline: Job is done at the beginning of the school year and should be complete no later than September. Volunteer forms are completed by parents as part of the Back to School packets.

Office Volunteer Coordinator

Front Office Description: Enable Pam, school employee, to have a lunch hour. Coordinate parent volunteers every day to work in the front office for one hour shifts. Volunteers need to greet anyone that walks into Cocopah, have visitors sign in or sign out their child, check ID's answer phones etc.

Lunch Volunteer Time: 11:00 am – 1:00 pm

Attendance Office Description: Help Erin, school employee, document late or absent students. Coordinate parent volunteers every morning to work in the attendance office for one hour shifts helping Erin check in students arriving late and calling students that are absent whose parents forgot to call in the absence.

Attendance Volunteer Time: 8:50 am – 10:30 am

For the first week of school, contact the volunteers from the previous year while we wait on the new list from the parent volunteer forms.

Once the new list of volunteers is received, contact the volunteers to determine day and time that works best for the volunteer. Some want every week, some want every other week, some want particular days etc. It took approximately one hour a day for a week to get the schedule 90% complete.

Once the schedule is complete, send a schedule for the year to the volunteers listing exactly when they will work. Ask the volunteers to confirm their placement on the schedule.

Ongoing, the time requirement is about 30 minutes to an hour each week sending a reminder email to the people that are working that week.

Photocopy Volunteer Coordinator

Obtain the list of volunteers from the Cocopah APT Volunteer Coordinator.

Contact volunteers and assign day of week to each volunteer.

Prepare a schedule of copy room volunteers.

Notify teachers of the copy service and how to use.

Prepare a volunteer sign-in sheet and post in the copy room.

Monitor sign-in sheet to determine that volunteers are performing their duties.

Ensure copy request forms and any other necessary supplies are available in the copy room.

Time Required: 1 – 2 hours per week.

Lunchroom Volunteer Coordinator

This job entails organizing 2-3 volunteers to help with lunch duty in the cafeteria every day. The time frame is currently 10:50 - 1:30, but can vary from year to year. The only days it changes throughout the school year are for early-release days. It is ALWAYS based on lunch for all grades.

For any given school year, you would generally start with the current helpers that desire to keep volunteering for the upcoming year. After you determine which spots are open in case any current volunteer needs to switch their day- you can then fill your spots with anyone that has expressed interest through a current volunteer or other source. Also, you will get a list of volunteers that have marked off "lunch duty" on the volunteer form they fill out at the beginning of the school year. The only problem with waiting for this list is that you need to have volunteers working from the 1st day of school.

I will contact new volunteers to fill in the calendar as I get the names. The volunteers will sign up for a specific day on the 1st, 2nd, 3rd or 4th week of the month. For instance, I am currently volunteering the 3rd Thursday of the month. That means I can look @ a calendar and know that my day will ALWAYS be the 3rd Thursday of the month. If that day falls on a school holiday, then I won't have lunch duty that month, unless I'm asked to cover another day.

I send out an email reminder the weekend before to remind the volunteers for the next week that this is THEIR week for lunch duty. I will make a Sub List from the Volunteer List, and email it out to be used in case of someone not being able to work their specific day. The volunteers will also trade with a friend or another volunteer on the same day, but different week. I also email out a monthly calendar and it can also be found at the end of the Hoofprints. I will help find subs if I can, but it is the individuals primary responsibility.

TIMELINE:

Before school ends, I try to get a good idea of who is coming back and which day they will be working.

A few weeks before school starts, I fill in the gaps for the first few weeks of school, to make sure we've got 3 people helping. I will use subs to get the first weeks filled and then as the Volunteer Lists start coming in, I replace the subs with permanent volunteers.

About a month after school starts, when I've got my calendar filled, I send out a letter stating the responsibilities of the volunteers**.

Every weekend, I send out an email reminder for the next week.

Every month, I send out a calendar for the next month to the volunteers.

Media Center Volunteer Coordinator

The Lead Library Volunteer has the following responsibilities:

Aug.-Sept.: Contact parents who sign up to volunteer in the Media Center on their APT membership forms. Organize a “volunteer breakfast” at which they can sign up for specific jobs.

September: Create a fall schedule of parent volunteers to supervise the game room adjacent to the Media Center during lunch hours. These volunteers also shelve books between lunch periods.

Dec.-Jan.: Before winter break, create a winter/spring game room schedule and e-mail to volunteers. Also start organizing “book talks” to help students prepare for Battle of the Books, which usually takes place in January. Interested parents are assigned a book from the “Battle” list. They read the book and then host a lunch-hour discussion with participating students the week before Battle of the Books.

Jan-Feb.: Start preparing for the Book Fair, which takes place in March. This is the Media Center’s primary fundraiser. Coordinate with librarian and Scholastic representative to firm up Book Fair dates. Go to Scholastic seminar on how to run a successful book fair. Create volunteer time slots for Book Fair week and ask volunteers to commit to specific dates and times.

March: Continue preparations for the Book Fair, which takes place the week before and during “Evening with the Masters.” Put up Book Fair posters around campus the week before the event. Set up Book Fair inside Game Room the day before the fair begins. Run the fair (i.e., promote it with announcements and contests, orient volunteers, safeguard cash register and keep a daily tally of income; reorder books and accessories from Scholastic as needed.). Pack up materials for Scholastic pick-up the day after the fair ends. Complete financial reports.

April-May: Try to keep volunteers coming in during the lunch periods. End-of-the-year burn-out makes this difficult.

May: Host an end-of-the-year thank-you breakfast for volunteers.

Health Office Volunteer Coordinator

Recruit volunteers for 6th grade screening. A once a year job and if we are lucky enough to get student nurses we only need a few volunteers.

VP of Social Activities

**Teacher / Staff Appreciation
Fall Carnival
8th Grade End of Year
Hospitality**

Teacher / Staff Appreciation

My duties as Teacher / Staff Appreciation chair are to coordinate the committee members and the volunteers to supply a catered luncheon for the teachers and staff five months of the school year. The luncheons all have themes and the committee and I take care of the decorations, the paper goods, the drinks, as well as the complete menu of food. Prior to the day of the luncheon the committee, I call the parents who have signed up to cook or donate food for the luncheon and make sure we have a complete meal. The majority of the meals are homemade, but we do have a budget for two catered lunches which we usually do at the end of the year. On the day of the lunch, the committee and I set up, serve and clean up after the luncheon. We put invites in each teachers mail box as well as hang several around the office in key places for all to see.....usually about a week out. We also have it in the announcements the day before and the day of, so the teachers get a reminder.

Provide dinner for teachers / staff at "Back to School Night". Funded by the APT.

Fall Carnival

Event sponsored by the APT for all 6th, 7th and 8th grade students. Held after school from 3:30 - 5:30 with carnival games, rented inflatable games, music and food. No admission charged. Community building activity for all grades and teachers.

8th Grade End of Year Celebration

Organizes the trip to Dave and Busters for all 8th Graders as well as the dance.

Hospitality

Organize several morning breakfasts whenever an "important" district meeting or other such events are scheduled at Cocopah. There are probably 4 such breakfasts. I asked several volunteers to make or bring something, provided juice, the cafeteria provided coffee, and I decorated the tables with various themes (depending on the event or the season, just to look festive). These meetings might be lunch meetings as well.

This position also provides water and cookies for incoming 6th grade visitation days at Cocopah in May. Each elementary school has a scheduled day to visit. Coordinate with the guidance counselors.

There is also a parent orientation for 6th grade students held in the cafeteria in late April. Discuss with the counselors whether food and drink should be provided.

Provides the teacher / staff gifts at Christmas and End of Year. Usually a gift card for each left in their boxes funded by the APT.

VP of Communications

Back to School Packet

Membership Promotion

Directory

What's Happening Calendar/ Email Coordinator

Webmaster

Homeroom Parent Coordinator

Tax Credit Marketing

Back to School Packet

Obtains information such as APT membership and directory advertising forms from APT Vice Presidents, plus SUSD School calendar, Safe Homes pledge and tax credit form for inclusion in the Back-To-School packet. The chairperson is responsible for having the packet printed in a timely manner and distributing it to all Cocopah families.

Membership Promotion

Coordinate the theme, communications, including signs up all over the school when school starts reminding the parents to return their packets. Work closely with Membership drive coordinator.

Suggestions/Ideas:

Possibly keep the membership drive closing date open for a longer period of time but close the raffle within a few weeks of the beginning of school.

Enter every child whose parent had become a member of the APT was entered into a raffle with Harkins money as the prize. One winner per grade level.

Indicate to student government the importance of not having a fundraiser during the same period of time.

Hit hard in the first weeks of school, people forget easily

Call all the families who joined the previous year to remind them to send in their packets, if they haven't by X date.

Have parents collecting packets each day in the morning in the drop off lanes and where the buses come arrive.

Use the school announcements as advertising everyday.

Putting up an indicator of how many families have joined per week somewhere on campus.

Directory

Develops and updates pertinent information about Cocopah Middle School including administrative and faculty names, subjects and phone numbers as well as classroom parent contacts. This Chairperson works with the Back-To-School Packet Chairperson to design a flyer for obtaining student and parent contact information for inclusion in the directory. The Directory chairperson is responsible for obtaining additional information about Scottsdale Unified School District that will be helpful to parents. This includes the school calendar, SUSD board meeting schedule, Scottsdale Parent Council meeting schedule, Safe Home Pledge, Cocopah APT Board of Directors and Cocopah Tax Credit form. The Directory Editor works in tandem with the Directory Advertising Chairperson to collate the advertisements into the directory's final format. The directory editor is responsible for the printing and distribution of the publication.

- Compile and input the necessary data from the directory forms for each family.
- In the past, each family was listed whether they filled out a directory form or not. If they did not fill out a form, only the student's name and grade were listed. I obtained that information from ME Fusco, the school registrar.
- In the past, all families who filled out a directory form were included, whether APT members or not. APT members were highlighted in bold print.
- Families who signed the safe home pledge have "sunshine" mark.
- Have either the treasurer or membership chair compile the list of sponsorships to be listed in the directory.
- In 2006 we ordered about 1,000 directories. They were printed at the Scottsdale School district copy center. Contacts: Judy or Kay 480-484-8655 location: 9313 N. 95th Way. Make sure pages are numbered on back, so Judy/Kay can keep in order.
- ME Fusco prepared the labels to be used for distribution. If more than one child in the school, send home with youngest. They were distributed in first hour.
- Try to get directory out by fall break.
- In the past have included list of school sports fixtures. Not available last year.
- Free ads for tech lab sponsors.
- Need to place "directory bin" in office to collect forms.
- Suggest we offer incentive for kids to bring forms in.

What's Happening Calendar

Every Friday afternoon, an email with "What's Happening" at Cocopah goes out to all parents. It details the school events for the next including sports, chorus, bank, student council events etc. Information is either submitted to the Chair or the Chair finds the information from the school website or through staff / teachers at the school.

Webmaster

Webmaster is in charge of updating the website regularly for current information and announcement. Cocopah APT is currently sharing website access with Cherokee APT and splitting the cost (\$100 annually for half of the cost).

Email Coordinator

Email Blast Coordinator in charge of maintaining our email database for all parents through Constant Contact. Email addresses are submitted to the Email Coordinator for entry into the database. All emails are to be approved by the APT President and then sent to the Email Coordinator for distribution through Constant Contact. Constant Contact has an annual cost funded by the APT.

Homeroom Parent Coordinator

Responsible for establishing and coordinating a room parent for each homeroom class.

Recruiting a grade level coordinator for each grade at the beginning of the year (i.e. 3 people or they could share).

Assist in requests via email for the classroom "baskets" at Celebrate Cocopah in April.

Regularly contact the grade level coordinators who would then contact the classroom representatives with any school events that need advertising to the parents, i.e. dances, crazy hat day etc.

Tax Credit Marketing

VP Fundraising

Membership Drive
Celebrate Cocopah
Directory Advertising
School Store
Jamba Juice Coordinator
Dine Around
Passive Fundraising
Fun Friday

Membership Drive Chair

This person is responsible for collecting the back to school packets from the treasurer and distributing the sheets to the appropriate committees. Responsible for helping drive the solicitation of funds from the school community. Chairperson should begin any raffles or incentives as soon as the school year begins. Have signs up all over the school when school starts reminding the parents to return their packets.

Would keep the membership drive closing date open for a longer period of time but close the raffle within a few weeks of the beginning of school. Every child whose parent had become a member of the APT was entered into a raffle with Harkins money as the prize. One winner per grade level. **Indicate to student government the importance of not having a fundraiser during the same period of time.**

I think the parents begin to forget to send in the packets as more time has gone by. So, I strongly suggest hitting it hard in the first weeks of school. We called all the families last year to remind them to send in their packets. This did seem to help.

I would have parents collecting packets each day in the morning in the drop off lanes and where the buses come arrive. Use the school announcements as advertising everyday.

Laurie Mychaels thought the separation process of forms had too many people involved. If the directory person would separate the packets, this probably makes the most sense. Membership chair needs to get an update on how much has been collected from the treasurer regularly.

Would suggest putting up an indicator of how many families have joined per week somewhere on campus.

Celebrate Cocopah

Date: Usually scheduled in March/April (Wednesday evening 5:30-8:30 or 9)

Concept:

1. Market our school to incoming 5th grade students from Cherokee, Cochise, and Sequoia
2. A forum for appreciation of the arts involving all grade levels
3. Fundraiser when necessary
4. Community outreach

Ideally, a committee should be formed a minimum of 2-3 months prior to the scheduled date consisting of:

Chairperson of the Event

Ticket Sales Coordinator

Volunteer Coordinator

Silent Auction Coordinator (when indicated)

Homeroom Basket Coordinator

Activities Coordinator-which includes Cake Walk, Coffee House, Food delivery, Teacher Dinner

The Scholastic Book Fair is organized by Marilyn Berry, head of the Media Center, in conjunction with her staff and a parent volunteer.

Directory Advertising

- Directory Advertising form will go to each family in the Back to School packet.
- Free ads for tech lab sponsors (if any).
- Contact last year's advertisers to see if they wish to advertise again in the Cocopah directory.
- Contact any local businesses who may be interested in placing ads.
- Make sure Treasurer has received payment, before including ad in directory.
- Scan ads into computer, or they may be received as jpg, pdf, or word files. Edit ad copy as necessary to produce directory ad pages.
- Print hard copies of directory ad pages and give to Directory Chairperson so that directory can be completed in a timely manner, preferably before fall break.

School Store

The School Store sells PE uniforms as well as other school memorabilia. In addition, it sells supplies that the students may need for school. The School Store maintains regular hours on campus as well as sells clothing and spirit items at select events like Celebrate Cocopah.

Jamba Juice Coordinator

Coordinate 4 - 5 volunteers to work one Wednesday per month. Volunteers arrive at 8:30 and work through the bell, collect the money from the Jamba Juice representative and give it to the office to be put in the safe.

Dine Around

Coordinate 4 events, one each quarter, with a local restaurant that will donate back 20% of the purchase proceeds. Provide communication and support documents.

Passive Fundraising

Coordinate/maintain relationships with local and internet providers that will donate back a portion of proceeds. Current passive fundraisers are: Fry's, Doozey of a Deal, Amazon, and Cash for Gold. Provide communication and support documents.

Fun Friday

On the first Friday of the month coordinate a "fun" event (popcorn sale) for fee (\$1) and then give a raffle ticket. At the end of the three lunch periods a name will be drawn & announced. The winner will receive a gift or gift card of some type. Gift value to be decided, based on participation.

Treasurer

The Treasurer shall have custody of all the funds of the APT, shall keep a full and accurate account of receipts and expenditures, and in accordance with the budget of the APT, shall make disbursements as authorized by the Executive Board. The Treasurer shall present a financial statement at every executive meeting of the APT and at other times when requested. The Treasurer shall be responsible for the maintenance of financial accounts and records. Books will be audited by an impartial third party at any time by request of the current Executive Board. Checks shall be signed by the Treasurer and one approved officer of the APT. Treasurer is also charged with submitting the Form 990 Annually and maintaining the Good Standing Certificate annually.

Secretary

Attend and take minutes for the monthly Board meetings.

Email the minutes to the Executive Board members prior to the next Executive Board meeting. There is a standing motion that minutes are approved outside of Executive Board meetings through submission of changes, if any, to the Secretary. They are ratified in final form at the next meeting.

Have hard copies of the minutes available at the General APT meetings so that members can review the minutes and vote on them for approval.

