

WISPA Roles & Responsibilities

Title	Role
<p>WISPA Division Representatives (Upper, Middle and Primary School)</p> <p>*Voting Board Member</p>	<p>WISPA Representatives are responsible for reporting information between respective divisions (Upper, Middle and Primary Schools) and the WIS Parent Association</p>
Responsibilities	
<ul style="list-style-type: none"> • Attend monthly WISPA meetings with two-fold purpose: <ul style="list-style-type: none"> ○ Provide report to WISPA meeting attendees on divisional activities, issues etc. ○ Disseminating WISPA information to respective monthly division meetings. • Attend monthly division meetings to disseminate WISPA information and gather Divisional information to be reported back to WISPA monthly meetings. • Guide, communicate with and support Division Coordinators. <p style="margin-left: 20px;">Ensure Coordinators attend Back To School Night to promote volunteering.</p> • Vote on any item submitted for consideration to WISPA. • Perform other duties prescribed by the board or by the President. • Work with Admissions office in Spring to welcome new families. <p>NOTE: Parent Teacher Conference Lunches at Tregaron – November</p> • MS Rep is primary lead to plan and coordinate WISPA sponsored Tregaron Luncheons that take place on both Parent Teacher conference days in the fall, traditionally around Veterans Day. • Upper School Representative should fully support MS Rep in planning/executing Tregaron lunches on Parent Teacher days in November. 	

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Title	Role
Division Coordinators (Primary School)	<p>The Division Coordinator for Primary School is responsible for overseeing all PS WISPA sponsored activities.</p> <p>Coordinators should act as liaison to Primary School Principal.</p>
Responsibilities	
<p><u>Duties for start of school year:</u></p> <ul style="list-style-type: none"> • Recruit volunteers for PS positions, including Peer Group leaders, Grade Coordinators and Homeroom coordinators if deemed necessary (not usually the case). • Schedule monthly PS meetings. Coordinate dates with Primary School Principal to ensure his/her availability. • Reserve venue for targeted dates. • Schedule monthly pre-meeting (3-5 days prior to MS meeting) with Primary School Principal for the purpose of reviewing agenda as well as discussing other initiatives between WISPA and WIS. <p><u>Duties throughout school year</u></p> <ul style="list-style-type: none"> • Help WISPA president identify heads of key initiatives, particularly events occurring in September and October. • Set agendas. • Meet with division Principal prior to meetings. PS Principal will identify/choose what to speak on, though you can request concern(s) be covered. • Organize and take minutes at the monthly Class Parent Meetings, where all coordinators and class parents meet with the division Principal. • Keep meetings on an efficient, professional pace, moderating discussion when needed. • Coordinate the activities and events involving the classes in their division. • Pass information to the grade coordinators, who may send it to homeroom coordinators. • Support chairpersons for adequate volunteer coverage for all WISPA/Primary School activities including: <ul style="list-style-type: none"> ○ Welcome Back Picnic ○ International Dinner ○ Parent/Teacher conferences in Fall and Spring <ul style="list-style-type: none"> ▪ Luncheon help ○ Holiday Gifts activities ○ Advancement event(s) (e.g. Auction/Fundraiser) ○ Spring Bazaar ○ Flower Day ○ 5th Grade graduation 	

WISPA Roles & Responsibilities

Title	Role
<p>Primary School (PS) Grade Coordinators</p> <p>(PrK3, PrK4, K, 1st, 2nd, 3rd, 4th, 5th Grades)</p>	<p>Grade coordinators should oversee and communicate all activities related to their specific grade. There may be one or two grade coordinators for each grade.</p> <p>Act as liaison between teachers, PS Rep/WISPA. Communicate closely with and provide support to teachers.</p> <p>Attend PS Meetings to report on grade initiatives, issues, highlights etc.</p>
Responsibilities	
<ul style="list-style-type: none"> • Communicate and work closely with Primary School Grade Coordinator(s). • Support PS grade coordinators to ensure volunteer coverage for WISPA sponsored activities from grade parents or students. <ul style="list-style-type: none"> ○ Work with teachers on homeroom class events, parties, field trips, etc. ○ Work with teachers to get parent volunteers for classroom readers, help teachers with special projects. ○ Communicate with staff grade coordinators regarding events and projects for their grade. • Distribute information to class parents in their class. • Attend monthly PS class parent meetings. • Monitor concerns, highlights and activities within each grade and raise with grade coordinators as warranted. • Communicate regularly with Homeroom coordinators/parents to update on upcoming events/reminders, volunteer needs, student activities, speakers etc. and distribute information to homeroom coordinators. • Ensure WISPA represented at Back to School Night. • Organize one or two coffee socials during the year. • Organize with Peer Group Coordinator one or two Peer Group parent meetings per year. <p><u>Specific Grade Responsibilities:</u></p> <ul style="list-style-type: none"> • Pre-K – 4th grade generally do not have any individual/unique responsibilities beyond those defined above. <p><u>5th Grade:</u></p> <ul style="list-style-type: none"> • Work with the fifth grade teacher team leader to plan the fifth grade basketball game that takes place in Tregaron gym in the Spring for graduating class donation to PS. • Work with the fifth grade teacher team leader to plan end-of-school-year activities for the fifth graders, including graduation. 	

WISPA Roles & Responsibilities

Title	Role
Primary School (PS) Homeroom Coordinators (PrK3, PrK4, K, 1st, 2nd, 3rd, 4th, 5th Grades)	Homeroom coordinators should oversee and communicate all activities related to their specific homeroom section. Act as liaison between teachers and grade coordinators Communicate closely with and provide support to teachers.
Responsibilities	
<ul style="list-style-type: none"> • Communicate and work closely with Primary School Grade Coordinator(s). • Support PS grade coordinators to ensure volunteer coverage for WISPA sponsored activities from grade parents or students. <ul style="list-style-type: none"> ○ Work with teachers on homeroom class events, parties, field trips, etc. ○ Work with teachers to get parent volunteers for classroom readers, help teachers with special projects ○ Communicate with staff grade coordinators regarding events and projects for their grade. • Distribute information to class parents in their class. • Attend monthly PS class parent meetings. • Monitor concerns, highlights and activities within each grade and raise with grade coordinators as warranted. • Communicate regularly with Homeroom coordinators/parents to update on upcoming events/reminders, volunteer needs, student activities, speakers etc. and distribute information to homeroom coordinators. <p><u>Specific Grade Responsibilities:</u></p> <ul style="list-style-type: none"> • Pre-K – 4th grade generally do not have any individual/unique responsibilities beyond those defined above. <p><u>5th Grade:</u></p> <ul style="list-style-type: none"> • Work with the grade coordinators to support the fifth grade basketball game that takes place in Tregaron gym in the Spring for graduating class donation to PS. • Work with the grade coordinators to support end-of-school-year activities for the fifth graders, including graduation. 	

WISPA Roles & Responsibilities

Title	Role
Peer Group Coordinator (All Grades)	Act as coordinator and moderator of grade-level parent gatherings
Responsibilities	
<p>Parent peer groups provide an opportunity for parents of children in a particular grade to discuss common interests, issues and concerns they are encountering in raising their children. The forums are intended to foster a sense of community and self-help among parents. They are not the appropriate place to discuss academic matters, school policies or particular teachers. Such issues should be taken up directly with school personnel, usually the division principal. Parents host the meetings and determine the subject matter. Volunteers notify parents, host gatherings, and lead the discussions.</p> <p><u>Peer Group Coordinator (all grades)</u></p> <ul style="list-style-type: none"> • Recruit parents to host Peer Group meetings. Keep grade coordinator apprised of progress. • Coordinate regular (approx every three months) meetings throughout school year. This is a non-WIS sponsored event, but may be held on or off campus as desired. If held on campus, must secure room reservation and approval from WIS admin. • Recruit or Act as moderator. This is a very important aspect of the Peer group as its intent is beyond a social event, with the intent to keep topics away from WIS 'complaining', rambling, contention etc. Moderator should generally not express personal opinions but act as someone furthering the progress of discussion and evening. 	