

#### Homeroom Parent Coordinator (by grade level)

- Plan and coordinate all grade level classroom parties and special events with homeroom parents.
- Communicate with grade level team leader regularly regarding the planned events. (this will be a designated teacher)
- Plan within the budget allocated to classroom parties and events.
- Train homeroom parents in PTA procedures for tax exempt purchasing and reimbursement of funds.
- Ensure PISD security guidelines are followed for classroom volunteers in the grade level.
- Plan with other grade level coordinators for school wide events. May include recruiting volunteers and coordinating grade level contributions for the events.

#### Homeroom Parent (by classroom)

- Plan all grade level parties and special events with other homeroom parents and the homeroom parent coordinator.
- Secure volunteers and supplies for classroom parties and events.
- Communicate with homeroom teacher regarding the planned events.
- Ensure PISD security guidelines are followed for classroom volunteers.
- Plan with homeroom parent coordinator for school wide events. May include recruiting volunteers and coordinating classroom contributions for the events.
- Follow PTA procedures for tax exempt purchasing and reimbursement of funds.

#### Homeroom Parent Assistant (by classroom)

- Assist homeroom parent with coordinating classroom activities and special events.
- Follow PTA procedures for tax exempt purchasing and reimbursement of funds.

#### Work Area Volunteer Coordinator

- Work closely with designated grade level team member to determine work area volunteer needs throughout the school year.
- Determine procedures for receiving and returning work for the grade level.
- Schedule work area volunteers for workroom and classroom activities based on weekly needs.
- Ensure PISD security guidelines are followed for volunteers.

#### Work Area Volunteer

- Complete grade level material preparation and projects as determined by the work area coordinator and grade level team member (teacher).
- Follow procedures for receiving and returning work for the grade level. Some work can be done at home.
- Assist during special activities in the classroom (as needed).

#### Fifth Grade Graduation Chair

- Determine fundraising events and end of year activities for fifth grade class.
- Fill committees and oversee all fundraising and activities for the fifth grade class.
- Manage the budget for Fifth grade graduation activities.
- Secure supplies and volunteers for all graduation events.
- Train fifth grade volunteers in PTA procedures for tax exempt purchasing and reimbursement of funds.
- Ensure PISD security guidelines are followed for fifth grade graduation volunteers.

#### Fifth Grade Graduation Volunteer

- Assist in all graduation events including the ceremony, fundraisers, video production, family dinner and talent show, class t-shirts, and more.