

Sheridan

School

*Support*

*Cooperation*

*Communication*

*Educational Enrichment*

**APT BOARD JOB DESCRIPTION**

**POSITION: KINDERGARTEN COORDINATOR**

 **PRIMARY RESPONSIBILITIES:**

* Communicate APT-related information to parents of incoming Kindergarteners during the summer.
* Prior to the first day of school, plan a playdate for incoming Kindergarteners and their parents to help everyone meet (typically held immediately after the Sheridan Kindy Walk-through). Past events have been held at West Park and included small snacks, drinks and nametags.
* Organize with the other elementary schools a date to deliver Sheridan welcome yard signs, welcome letter (provided by APT president), Tshirts (as provided by APT president) and any other items (as shared by APT president such as waterbottles, car magnets etc) to all incoming kindy (preschool + new families too); Obtain address list from the Office. Typically, this committee gathers some friends and kids to divide up the list and deliver signs etc one morning before school starts.
* Coordinate promotion of any events with President and Communications Coordinator for inclusion in Friday newsletter, possible APT email, APT Facebook and website posts.
* Take photos (or assign volunteers) of the event to share with the Yearbook committee (for inclusion in the yearbook) and Communications Coordinator (for posting on APT web site and APT Facebook page). Yearbook photos must be taken with an actual camera (not phone). Phone photos are fine for the FB page and website.

**GENERAL RESPONSIBILITIES:**

* Attend all Sheridan APT Board meetings and functions.
* Prepare and report committee highlights at monthly Sheridan APT meetings.
* Manage expenses to APT budget.
* Submit committee expense report to Treasurer within 10 days of date of expense or event.
* Email monthly committee highlights to APT Secretary by assigned deadline for use at APT Exec meetings and Sheridan APT meetings.
* Assist other Board Members as requested.
* Prepare End-Of-Year-Report, update job description and review & transition with incoming replacement(s)
* Communicate regularly with respective Executive APT Board Representative.
* Maintain membership in District 67 APT.