

*Support*

*Cooperation*

*Communication*

*Educational Enrichment*

Sheridan

School

**APT BOARD JOB DESCRIPTION**

##### POSITION: SCHOOL SUPPLY PROGRAM COORDINATOR

**PRIMARY RESPONSIBILITIES:**

* Administer the SchoolPak School Supply Program for Sheridan (check with District on latest vendor)
* Introduce and launch program to Sheridan families through distribution of written materials and guidelines.
* Inform Sheridan families how to order SchoolPak online.
* Administer distribution of SchoolPak orders for all students that requested school delivery.
* Collaborate with the District 67 APT School Supply Coordinator.
* Coordinate promotion of the sale with President and Communications Coordinator for inclusion in Friday newsletter, possible APT email, APT social edia and website posts.

**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.