

**Parent Education Coordinator**

Work with PTSA President and Principal to prepare and arrange PTSA sponsored Parent Education Nights. In addition, work with PTSA President and Activities Director to arrange PTSA 8<sup>th</sup> Grade Parent Night booth. Prepare 3-4 Parent Education Nights per year. Search out Program presenters and informational speakers. Schedule location, times, and agendas for the event as well as communications to parents of the event (Newsletter, Daily Bulletin, mailings, etc). This may require small amount of work in August to prepare for the first event in October. Coordinate volunteers for 8<sup>th</sup> Grade Parent Night booth, prepare presentation, poster board displays, and plan activity to encourage new parents to join PTSA. Work with PTSA Vice President-Membership to prepare brochures/handouts for the event.