

# Alameda PTA

## Vice President for Curriculum Support Job Description

### General Purpose of Position

Curriculum Support activities enrich the Alameda learning and classroom curricula. The VP of Curriculum Support serves as general support and liaison to standing committees/parent volunteers leading Curriculum Support activities on behalf of PTA board.

### Key Duties and Responsibilities

- Assure Curriculum Support committees/activities have parent volunteers to lead them
- Support and assist Curriculum Support volunteers with communications and promotion of their activities and with logistics, as needed (e.g. accessing PTA budgets for their activities, using PPS room reservation system, communicating with school staff/admin)
- Monitor budget requests/expenses for Curriculum Support activities
- Attend monthly PTA board meetings and any other meetings or events as needed.
- Honor board member [service expectations outlined by Oregon PTA](#)

Standing committees/activities typically include lead parent volunteers in each of the following:

- **Battle of the Books**, a friendly reading competition for students in grades 3rd-5th. Teams of 4 students read 16 assigned books (generally 4 books per child) and then “battle” over comprehension questions. Students may form their team or can be matched up with a team by coordinators. Alameda’s Battle of the Books is part of a national reading incentive program. The winning team from Alameda advances to a regional competition.
- **Science Team** promotes excitement for science, technology, engineering, art, and mathematics (STEAM) for Alameda students and their families through hands-on activities cultivated from the diverse background and experience of our community.
- **Chess Club** students meet weekly before school for chess instruction and some friendly competition. Students have the opportunity to compete in tournaments as well. All ages and skill levels welcome. Alameda 5th grade teacher Mr. Sisk and parent volunteers oversee weekly meetings.
- **Reading Friends** is based on the SMART reading program. A parent volunteer coordinator matches parent and community volunteers with teacher-nominated kindergarten through 3rd grade students needing extra one-on-one contact to improve reading skills. Volunteers meet with the children for half an hour once per week during school hours. Most children are assigned two Reading Friends, and most volunteers are assigned two students.
- **Author’s Tea** is a monthly celebration tea that provides students an opportunity to read a writing sample aloud to their families. Teachers select a different student each month. All Alameda students will participate once while attending Alameda School. Family members receive personal invitations to the library to listen and enjoy. Volunteers help with setup.
- **Passport Club** is a monthly opportunity for 2nd-5th graders to “take a trip around the world;” students receive a monthly study map starting in October and are quizzed at month’s end by parent volunteers on Passport Check Days.

### Estimated Time Commitment

All PTA board positions are a two-year commitment.

<b>Month</b>	<b>Hours / Month</b>	<b>Key Activities</b>
August	2 – 4 hrs/month	Reach out to lead volunteers on activities to get ready for school year.
September	8 – 10 hrs/month	Help volunteers get to fall PTA open house to promote Curriculum Support activities. Communicate budgets to lead volunteers for their projects. Make sure they know how to use PPS CUB requests to reserve rooms in school for activities. Check in with lead volunteers for Passport Club, Science Club, Chess Club, and Reading Friends to make sure programs up and running for the year.
October	6 - 8 hrs/month	Help Author's Tea schedule get organized, work with Raddy and teachers to identify schedule for teas. Recruit team of volunteers to help with teas. Check in with Battle of the Books lead to make sure volunteer has schedule planned and is ready for outreach/communications in Nov.
November	4 – 6 hrs/month	Check-in on all volunteer leads for any support; help with any budget needs/reimbursements. Check in with Battle of the Books to help with promotions or other support.
December	2 – 4 hrs/month	Ongoing support to all volunteers leads (e.g. budget, communication/promotion)
January	2 – 4 hrs/month	Ongoing support to all volunteers leads (e.g. budget, communication/promotion)
February	2 – 4 hrs/month	Ongoing support to all volunteers leads (e.g. budget, communication/promotion)
March	2 – 4 hrs/month	Ongoing support to all volunteers leads. Identify any activities that will need new volunteer leads for next school year. Work with current lead and PTA to recruit new leads for next year. Help leads with any budget needs.
April	2 – 4 hrs/month	Ongoing support to all volunteers leads. For any activities that need new volunteer leads, work with current lead and PTA to recruit new leads for next year.
May	2 – 4 hrs/month	Ongoing support to all volunteers leads. Assure volunteers secure for next year. Tie up any remaining budget requests/reimbursements for current year.