



Grade Level Liaisons

Grade level liaisons serve as an important link between the families in their grade and the Home and School Association. This year, we are looking for two grade liaisons per grade, each with differing responsibilities. The primary grade liaison would communicate information about upcoming events, recruit volunteers, and serve in the standard role of being a bridge between Home and School and the grade level parents. The secondary grade liaison's role would be more social in nature, to support social connections within the grades and foster more engagement in the larger Seb's community, e.g. try to assemble teams for Seb's Trivia nights, Sheephead Tournaments, a grade-level parent party, and going to the auction.

The primary liaison's (communications and recruiting) responsibilities would include:

- Create grade level and classroom e-mail lists.
- Find a volunteer to organize an auction basket.
- Notifying parents of your grade's Fish Fry night 4 week in advance, followed up with weekly reminders.
- Communicating the daily "thank yous" during Teacher Appreciation Week.
- New this year, organizing one meal for the teachers on a specified month.
- Forward any communications from the H & S Communication Chair, which will likely be monthly.

The secondary liaison's (social and community building) responsibilities would include:

- Organizing social events to get grade-level parents together to build community. The goal is a minimum of two per year. Ideally the gatherings are easily accessible and affordable options for all families. Possibly a parent only event and a child friendly event.
- Organize auction party ideas per class.
- Coordinate with the room parent for classroom parties.

In the past, the grade level liaison was asked to attend the monthly Home and School meetings and report back pertinent information to the families. Although this is not required this year, as the Communication Coordinator will send monthly updates to the liaisons, we encourage everyone to attend the meetings. The meetings are the fourth Wednesday of each month (except for November due to Thanksgiving) beginning at 5:30pm in the teacher's lounge at school. Meeting Dates:

Sept. 27	Nov. 29	Feb. 28	April 25
Oct. 25	Jan. 24	March 28	May 23

* The Grade level liaison is a separate position from room parents, however, if you would like to serve in both roles, you are more than welcome to do so. The room parent is responsible for arranging class parties, coordinating teacher gifts, assisting with needs specific to the classroom, and helping to communicate information from the teachers.