



Tara Redwood School Parent Participation Job Descriptions

Tara Annual Auction Committee (*October – March*)

AUCTION CHAIR

Responsible for leading/ overseeing and managing the auction committee and making sure the planning of the event is on track and each piece/detail is being followed through on. Responsible for the end result.

CLASSROOM COORDINATOR

An essential function for the fundraising efforts of Tara Redwood School, each classroom provides an auction representative who is responsible for keeping the classroom informed, working with classroom teachers, coordinating classroom projects, descriptions and donations. Helping to facilitate a smooth experience for everyone.

CAMPUS COORDINATOR

Similar to classroom job, but instead represents campus, makes sure signage is up at campus, oversees campus wide projects that relate to the auction. Collaborates with Auction team, has specific Auction task as well.

Compassion Cards (*October - November*)

CLASSROOM COORDINATOR

Coordinate Compassion Card orders by displaying class artwork, collecting orders, and passing off artwork to another parent to scan.

CAMPUS COORDINATOR

Scans cards for all classes on campus, and communicates with card printer to organize campus order.

Gifts of Love Coordinator (*December*)

Social Service Project

Organizes gifts for family in need during holiday season by distributing their wishes through class, compiling gifts, and helps deliver to drop off location.

Winter Concert Coordinator (*December*)

Help setup and cleanup for school performance.

Sound Engineer for Winter Concert (*December*) **and Plays** (*May/June*)

Help put together sound system for performances, set up microphones, monitor sound during performance.



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Musical Accompaniment for Winter Concert (*December*) and Plays (*May/June*)

Play music during performances, coordinate with teachers to get music and practice together beforehand.

Yearbook (*January – June*)

HEAD YEARBOOK DESIGNER

Project lead.

COMMUNITY COORDINATOR

A project for someone who likes creativity and graphic design, is organized and willing to make our yearbook a work of art. Work with classroom parent helpers to make one yearbook for the whole school.

CLASSROOM COORDINATOR

Works with Head Yearbook Designer by collecting and taking photos, and working with teachers to capture interesting quotes and art and arranges into online layout.

Village Campus - Special Person Tea (*February*)

CAMPUS LEAD

Planning, prep, and set-up/clean-up for annual tea party with students' special people (grandparents, aunts, adult friend, etc.).

CLASSROOM COORDINATOR

Support campus lead and communicate details to class families.

Spring Picnic (*March*)

CLASSROOM COORDINATOR

Help organize school gathering at Wilder Ranch, help with treasure or scavenger hunt. Help setup and cleanup potluck lunch.

COMMUNITY COORDINATOR

Help to create and implement a scavenger hunt, prepare the prizes, and put on event. Help coordinate potluck lunch.

Carpenter (*Early Spring*)

Build a stage at Land of Medicine Buddha for the plays that can be disassembled and stored for future use - stage size approximately 15'x25'

Play Helper (*May/June*)

Work with teachers to assist with costume organization, set design, songs, play practice.



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Hike4 Peace (*May*)

Event Coordinator
Marketing & Social Media
Food Booths
Vendor Coordinator
Arts & Crafts
Raffles
Fundraising
Parking Attendant/Coordinator

Scholastic Book Coordinator (4 Times per Year))

Work with teachers to assist with costume organization, set design, songs, play practice.

Gardening (*All Year*)

GARDENING LEAD

Assess outside needs, organize classroom gardeners with planting, watering, weeding, raking, sweeping and monitoring outside cleanliness/maintenance.

CLASSROOM GARDENER

The gardeners are responsible for maintaining the outside of classroom/school areas, pulling weeds, raking, and watering.

Field Trip Coordinator (*All year*)

Helps by researching, planning, and organizing field trips for class, based on teachers' requests and curriculum studies.

Maintenance (*All year*)

HANDYPERSON/SPECIAL PROJECTS LEADER

(One person per campus)

This person is responsible for taking care of the "odd" jobs that come up at school. Repair small things in the classroom, broken chairs, faucets, doors etc. Make sure outside space is maintained and clean, including leaf blowing/sweeping.

As needed: clean up or repair things on the playground. Sometimes mulch or new sand needs to be spread. It would be helpful if this person could schedule a regular review visit of the playground. Assist with school work days, taking care of any garden/grounds construction projects. Responsible for setting up parent work parties once or twice a year coordinating with Gardening Lead person.



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Hot Lunch Coordinator (*All year*)

Coordinate the hot lunch social service program by, setting the dates, signing up cooks and collecting payments from families.

Laundry (*All year*)

Collect laundry on Friday, wash at home, and return on Monday.

Classroom Helper (*All year*)

Redwood Campus
Village Campus

Scholastic Book Coordinator (*All year*)

Distributes Scholastic book order forms to class, collects orders and payment, makes order, and distributes books when they arrive.

Social Media (*All year*)

Help promote Tara Redwood School

Teacher Prep/Materials Maker (*All year*)

Help teachers with making materials or prepping for big projects, likely at your home.

Fundraising (*All Year*)

FUNDRAISING TEAM LEAD

Lead and work with fundraising team to organize and put on fundraising projects/events.

CLASSROOM COORDINATOR

Working together with other parents on various fundraising projects throughout the year, such as Amazon Smile, online fundraising, etc.

Shopper (*All year*)

Once every other week, shop at Costco, Trader Joes, and New Leaf to get supplies for school. The office keeps a list and receipts get turned in for reimbursement.

Event Setup and Cleanup (*All year*)

Works with Administration to pick up chairs, and set up tables and chairs, as well as break down and return if necessary. At end of event, helps Administration clean the area.