

PiP Program Director Job Description

Role Description: Helps develop and oversee the committees responsible for the successful execution of PiP-sponsored programs, including:

- PiP General Meetings: Guest Speaker (Fall) & Summer Camp Showcase (Spring)
- Dragon Dash
- Dragon Bash
- International Fair

Characteristics:

- Desire to serve Parents in Partnership, the school, parents and ultimately the students
- Understanding of the mission of PiP
- Good listening skills
- Effective communication skills
- Good computer skills
- Strong organizational skills

Responsibilities:

- Actively participate in monthly PiP Board Meetings
- Collaborate with PiP Board to plan and execute two General Meetings (Fall & Spring) each academic year
 - Fall (Guest Speaker): Secure speaker, topic, venue and ensure A/V needs are met
 - Spring (Summer Camp Showcase): Solicit and coordinate attendance by local businesses
 - Ensure awareness of needs from PiP Board (e.g., budget, communications, etc.)
- Oversee and provide guidance for each program committee chair, including:
 - Active participation in committee meetings and assist in setting priorities
 - Present event proposals for needed approvals by PiP Board/School Administration
 - Ensure awareness of needs from PiP Board (e.g., budget, communications, etc.)
 - Ensure successful execution of programs by respective committees

The following Committee Chairs report to the Programs Director:

Dragon Dash Committee

Dragon Bash Committee

Culture Committee

Term:

This position requires a two-year commitment

Training and Resources:

- One-on-one with current PiP Board
- Past files and examples
- Computer files