PTO Teacher Engagement Coordinator

Executive Board Role | 1-Year Term

⭐ What This Role Does

The PTO Teacher Engagement Coordinator helps build strong relationships between the PTO and the school's teachers & staff. This role focuses on organizing teacher & staff appreciation efforts and ensuring teachers & staff feel supported, recognized, and connected to the PTO.

The Coordinator helps plan events and initiatives that celebrate teachers & staff while also gathering feedback to strengthen collaboration between the PTO and school staff.

📋 Key Responsibilities:

Teacher & Staff Appreciation & Events

- Organize teacher & staff appreciation initiatives such as the Welcome Back lunch, snack cart, and Teacher Appreciation Week
- Coordinate volunteers and supplies needed for teacher & staff-focused events
- Work with the Fundraising Coordinator to secure donations or sponsorships when needed

Teacher & Staff Communication

- Serve as a point of contact between teachers, staff and the PTO
- Gather teacher & staff feedback and share insights with the Executive Board
- Help ensure teachers & staff are aware of PTO programs and opportunities

Teacher & Staff Engagement

- Explore ways to strengthen the relationship between teachers, staff and the PTO
- Support initiatives that help teachers & staff feel valued and appreciated

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⏱ Time Commitment

Approximately **2–4 hours per week**, with additional time during major appreciation events such as Teacher Appreciation Week.

Attendance at PTO meetings and key events is expected.

👍 You Might Enjoy This Role If You…

- Enjoy planning thoughtful events and appreciation efforts
- Communicate well and enjoy building relationships with teachers and staff
- Like organizing details and coordinating volunteers
- Want to help create a positive and supportive environment for educators

Prior PTO board experience is **not required**.

🤝 Support You'll Have

The Teacher Engagement Coordinator works closely with:

- The PTO Executive Board
- School administration, teachers and staff
- Volunteers who assist with appreciation events
- The Fundraising Coordinator when donations or sponsorships are needed

Established systems, documentation, and support from previous board members are available to help guide the role.

✔ Eligibility

Any PTO member eligible for office under the PTO bylaws may serve, pending OCPS ADDitions approval.