

Lower School VP

The Lower School Vice President (LS VP) serves as a primary liaison between Lower School families, school leadership, and the Parent Association (PA) Executive Board.

Responsibilities include but are not limited to the following:

Executive Board Duties

- Attend all PA Executive Board meetings
- Assist with Executive Board responsibilities, including participation in Class Representative selection and Committee Chair appointments each Spring
- Attend Admissions and Development events on an as-needed basis on behalf of the PA Executive Board
- Attend and plan D-E community events, Lower School division events, and grade-specific programs
- Provide guidance to the incoming LS VP for at least one semester at the conclusion of the term on the PA Executive Board to ensure a smooth transition

Event Planning and Budget Management

- Oversee and assist in the planning of all Lower School events including cross divisional events
- Coordinate with D-E administration and staff regarding logistics and operational needs
- Manage the Lower School division budget, including allocation, tracking, and reporting of funds

Communication

- Prepare and send all communication to Lower School families via MailChimp, including announcements, invitations, and event and division updates
- Meet with the Lower School Principal and Assistant Principals bi-weekly, or as needed
- Share feedback, concerns, and perspectives from Lower School families with the Executive Board
- Maintain regular communication with the PA President(s) and Division VPs

Support for Class Representatives

- Attend and prepare for the Fall Class Representative Orientation
- Provide schedules, event details, templates, facility forms, and reimbursement documentation
- Oversee planning of forums, social gatherings, and division-specific programming



Annual Lower School Events Coordinated or Supported by the LS VP

*All events subject to change

- Welcome Back BBQ – September
- Volunteer Kick-Off – September
- Pizza Friday Program (PreK3, PreK4, Kindergarten) – September
- Yearbook Coordination – September through March
- Fall Fest – September/October
- Fall Parent Forums – Dates TBD
- Photo Day – October
- Thanksgiving Treats – November
- Book Fair (with Middle School VP) – January/February
- Valentine's Day Concert Balloon Coordination – February
- Skate Day – March
- Spring Carnival (as needed) – April
- Volunteer Thank You Breakfast – May
- Ice Kona Truck for Water Day / Field Day – June
- 5th Grade Graduation Gift (Blankets) – June