



PTU Coordinators

What are PTU Coordinators? PTU Coordinators support the work of the PTU Executive Board by providing leadership and facilitating initiatives in a particular focus area. This allows the PTU to expand programs and initiatives to further benefit the St. Michael School Community more broadly than the Executive Board would be able to do alone.

Benefits of Being a PTU Coordinator: Coordinators enjoy the opportunity to get more involved in PTU leadership and decision making without the full commitment of an Executive Board Member Position. PTU Coordinators enjoy the additional benefit of complimentary PTU membership and all associated discounts and benefits.

PTU Coordinator Responsibilities: For each position the minimum expectations have been identified with additional optional ideas to expand the role. The coordinator is welcome to present their own ideas and initiatives to the Executive Board as well. In return the Executive Board will provide funding (a budget will be established) and help with promotional and volunteer support as warranted. The Coordinator Roles as a 1-year commitment.

PTU Coordinator Opportunities:

Liturgical Living Coordinator: Develop and implement faith-based events and giveaways, assist with Catholic Schools Week planning

Compulsory Initiatives:

- Back to School Faith Initiative
- Feast of St. Michael Student Giveaway (Sept. 29)
- Feast of All Saints Giveaway (Nov. 1)
- Feast of St. Nicholas Giveaway (Dec. 6)
- Catholic Schools Week Giveaways/Weekend Events (Last week in January)

Additional Opportunities:

- Pet Blessing (Feast of St. Francis)
- Month of the Rosary (October)
- Advent and Lent Initiatives

Welcome Coordinator: New family outreach for families new to the school via Kindergarten/Transfer Students both at the start of the year and regularly throughout; serve as



ST. MICHAEL PTU

PARENT TEACHER UNIT

a resource for any questions and provide insider tips. Position runs from start of one school year until the start of the next school year so as to facilitate summer outreach.

Compulsory Initiatives:

- Delivery yard signs to new K and transfer families
- Outreach to new school families at start of year and quarterly (coffee date, email etc.)

Additional Opportunities:

- Work with school to designate a “buddy” in class for transfer students
- Coordinate a special blessing for transfer/new students at first school mass
- Welcome Spirit gifts for familie and students

Sunshine Coordinator: Outreach to families celebrating or struggling in the school community as identified by school faculty. Develop other initiatives to spread “sunshine” at our school.

Compulsory Initiatives:

- New baby congratulations cards
- Condolence cards
- Facilitate gift/giftcard/meal delivery or similar to “in-need” families struggling with a significant hardship as identified by school staff

Additional Opportunities:

- Birthday recognition program (special lunch table/lunch guest/button etc.)
- Get Well Card/treat to students who break bones, undergo surgery or have a significant health event
- Student of the Month
- Family Spotlight
- Random Acts of Kindness campaign

Teacher Appreciation Coordinator: Facilitate treats for teachers/staff at both campuses throughout the school year.

Compulsory Initiatives:

- Birthday Cards for teachers/staff
- Custodian Appreciation Day Gift
- Administrative Assistant Day Gift
- Principal Day Gift
- Teacher Appreciation Week Initiatives

Additional Opportunities:

- Monthly/bimonthly treats for teachers/staff – can be seasonal (ie: St. Patricks Day, Fat Tuesday etc.) but does not have to be
- Monthly Teacher Spotlight



Student Appreciation Coordinator: Facilitate treats for students throughout the year

Compulsory Initiatives:

- Polar Express Day (bells and golden tickets)
- Coordinate First communion Photographer and complimentary photo
- Gift for students who make their Confirmation
- Custom Tshirt for 8th Grade Students
- Assist 7th Grade families with Graduation Reception
- 8th Grade Family Ornament distribution at Graduation Reception

Additional Opportunities:

- Assemblies
- Other All School Treats
-

Middle School Coordinator: provide guidance in providing events and giveaways that appeal to middle school students

Compulsory Initiatives:

- Provide feedback as needed by Executive Board
- Plan one Middle School Only Event

Preschool Coordinator(s): provide guidance on events and giveaways that appeal to preschool students and facilitate PTU events that happen at the Preschool Campus outside of school hours

Compulsory Initiatives:

- Help the Executive Board to communicate effectively with Preschool Campus
- Schedule and promote regular after school Preschool Playdates. Obtain and set out snacks and event and clean up after event.
- Assist with giveaway distribution that takes place in conjunction with student arrival/departure

Additional Opportunities:

- Schedule Preschool Parent Coffee Mornings
- Organize after-school/weekend field-trip style group outings

Community Outreach Coordinator(s): Help SMS interact and showcase our school within the larger community.

Compulsory Initiatives:

- 1-3 parade floats per year (ie: Brecksville Christmas Parade, Brecksville Memorial Day Parade, Independence Home Days Parade)



ST. MICHAEL PTU

PARENT TEACHER UNIT

- Coordinate game booth/activity or similar at local fairs and parish Events (Brecksville/Independence Home Days, Independence Fall Fest, St. Michael and St. Basil Parish picnics)
- Represent the PTU at School Open Houses at both campuses

Additional Opportunities:

- Seek additional ways to highlight SMS in local communities (ie: Independence Avenue of Trees decoration participation)

Parent Outreach Coordinator: Help SMS parents to connect and provide parent-focused events and resources.

Ideas:

- Schedule one parent-focused educational event or webinar
- Organize parent socializing events (coffee, walking club etc.)

Student Workshop Coordinator: Reach out to local businesses/experts to schedule informal afterschool workshops on a monthly or bi-monthly basis. Handle facility scheduling, promotion, student registration and communication with workshop provider. NOTE: These would be activities paid for by parents and would not be supplemented by PTU. They goal would be to provide more “clubs” for our students without having to do the actual club legwork. Some might be a single workshop some might be recurring.

Ideas:

- Brickz 4 Kids workshop
- Etiquette Factory Workshop
- Dale Carnegie Course
- Young Rembrandts
- Soccer Shots