



T.A.L.K. BOARD OF DIRECTORS
JOB DUTIES FOR OFFICERS, SITE REPS AND STAFF

Entire Board of Directors

- Interview teachers at regularly scheduled Board meetings
- Review quality of instruction using input from lead teachers and site representatives
- Coordinate parent orientation
- Discuss student behavior issues
- Review DAC catalog entries twice a year
- Review Parent Packet materials
- Review scholarship form
- Collect and screen scholarship applications
- Coordinate end-of-year performance

President

- Set agenda and conduct Board meetings
- Develop action items and delegate duties
- Assist BOD officers and teachers
- Compile Emergency contact information for teachers/*with Secretary*
- Teacher recruitment (ads and dissemination)/*with Secretary*
- Teacher training-coordination/*with VP, Lead Teachers, Treasurer*
- Provide liaison with parents
- Oversee registration process in collaboration with DAC
- Renew yearly contract with DAC
- Monitor enrollment
- Submit and track Facility Use Permit Forms with DJUSD
- Contact parents concerning behavior issues
- Update DAC catalog entry twice a year
- Obtain DJUSD calendar and create TALK calendar
- Update Parent Packet materials
- Update scholarship form as needed
- Communicate with scholarship applicants

Vice President

- Fill in for President
- Draft article for the Davis Enterprise for BOD review and submission in August
- Coordinate publicity efforts (Paper Parades, PTA meetings, Fall Open House/Orientation)
- Teacher training –plan venue, agenda and materials/*with President, Lead Teachers, Treasurer*
- Work with Site Reps on Intent to Return forms
- Coordinate special events with local businesses for fundraising
- Solicit donations for supplies
- Coordinate sale of Rotary Club raffle tickets
- Coordinate end-of-year performance/*with BOD*

Secretary

- Schedule Board meeting venue
- Teacher recruitment (ads and dissemination)/*with President*
- Minute the Board meetings
- Compile list of action items
- Ensure parliamentary procedures are followed
- Ensure by-laws are followed
- Supply new members with job descriptions and by-laws
- Compile Emergency contact information for teachers/*with President*
- Maintain correspondence records
- Write letters from the Board or President
- Purchase Christmas and year-end gifts

Treasurer

- Pick up and deposit money into TALK account
- Maintain TALK account
- Provide disbursements and reimbursements
- Teacher training--manage tax documents, train teachers regarding payroll procedures/*with President, VP and Lead Teachers*
- Collect and review teacher timesheets
- Pick up mail from DAC
- Work with accountant for annual taxes
- Produce annual report
- Report on state of accounts to Board
- Webmaster

Site representatives

- Visit and observe school site classrooms monthly
- Provide liaison between Board and elementary school site

- Liaison between Board and parents from site
- Monitor student behavior issues
- Report to Board on student behavior concerns
- Coordinate TALK needs with site principal
- Distribute TALK ads for school student packets
- Last minute classroom supervision in case of teacher emergency
- Check in with parents at drop off, on occasion
- Collect and forward emergency forms to president

Lead teachers

In addition to the regular duties of teachers, Lead Teachers are in charge of:

- Teacher training- organize overview of curriculum, lesson plans and classroom management/*with President, Vice President and Treasurer*
- Review weekly lesson plans
- Arrange monthly teacher meetings
- Provide liaison between teachers and Board of Directors, attend BOD meetings
- Organize and maintain supply closet and school site supply bins

Teachers

- Prepare materials and lesson plans needed for instruction
- Submit lesson plans to Lead Teacher and Board of Directors
- Maintain a safe and orderly classroom
- Participate in teacher training and on-going teacher meetings
- Provide parents with updates on classroom activities via the TALK blog
- Provide the Board of Directors with updates as requested
- Follow policies and procedures required by each location.
- Report to Board on student behavior issues
- Compile Student Progress Reports
- If substitute is needed, arrange substitute. Inform lead teacher and BOD.

Delegated duties for assigned teachers

- Open and lock DAC before and after classes
- Provide supervised walk to North Davis Elementary School from DAC