**Cider Mill PTA Job Description**

Great Books

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**Overview:**

This is a book group where the children read an assigned story and discuss it. Each group is led by a parent moderator. Groups begin in January and meet once a week during the lunch and recess period for eight weeks.

As chair of this position your role is to get word out about the program to get kids to sign up and parents to lead. You will assign groups and connect with the school to get room assignments. You will order the books for the kids (and collect money and registration forms). You will assign teacher

guides to the parent moderator.

Before the book group starts, you will hold an info session for your parent volunteers. At the end of the time period you will check to make sure that all teacher guide books have been returned to the school.

**Approximate time line:**

1. Late October - put a notice in Hot Cider (the school newsletter) advertising the

program. The deadline should be early December. Also worth sending a flyer out via the room rep chain if possible, in case some people miss it in Hot Cider. Put the sign up registration

form in the virtual backpack on the website. (Charge kids about $3 over cost to cover

shipping - go with the round number).

2. Mid December - assign all groups. There should be 4-6 kids in a group. You can try to lump kids from the same house together, though with the upper grades that gets more challenging and is not required. It's good to have at least two kids of the same gender so there isn't a single boy with 5 girls.

All groups need a parent leader. Some leaders want to co-lead and that is OK. They can both attend each session or alternate weeks.

3. Late December - order the student books. [www.greatbooks.org](http://www.greatbooks.org/) k12

section catalog. Book 2 (in series 3, 4, or 5 depending on which grade you are doing.) Talk with PTA treasurer on how to pay. I paid with my credit card, gave the money I collected to the treasurer and then she reimbursed me.

1. Work will Gina Dignon from the school about arranging classrooms to meet in. Contact all student parents and parent leaders about the date and location of their group. Give each leader the contact info for everyone in her group. She will now be responsible for all communication with those kids.
2. When the books arrive, distribute them to the children's classrooms. Include a note reminding them where and when they meet and their leader's email.
3. Host a half hour Q and A in the cafeteria for any leaders who have questions about what to do. Pass out leader books at that point (Gina from CM will get the leader books out of storage for you.) - RECORD what number you assign so you can make sure you get the leader book back. You may not have enough if you have several co-leaders. If not, they will need to figure out how to work with one book. (They will still be able to read the story from the book their child has).
4. After the second week of the session, email the parent leaders to make sure all is set.
5. In late March, request that the parent leaders turn in their guide book to the Cider Mill office. Check to make sure all are returned and give them to Gina Dignon to store until next year.