

PIE Committee Job Description

The PIE Committee (Parents In Education) of Paideia Academy is a volunteer group of parents, representing each of the nine grade levels, who act as a communication channel between the administration, staff and parents regarding policies, curriculum and events via regular correspondence and parent meetings. PIE also plans, coordinates and hosts events inside and outside of the school to help build and maintain school spirit and school unity as well as exhibit support and appreciation to the teachers and staff.

The PIE Committee will consist of one chair or two co-chairs, one secretary, one treasurer, one PIE volunteer coordinator, a teacher representative from the lower and upper academy, grade level representatives and the Paideia Academy Director. The PIE Committee will operate under the approval of the Paideia Academy Director & Board. One-year commitment required.

Committee Expectations:

- Meet monthly (administrative meetings) to conduct business
- Host monthly PIE Committee meetings on the first Monday of each month that school is in session.
- Maintain budget of activities & expenditures.
- Serve as a Welcome Committee representative to new families entering the Paideia Academy community.
- Provide communications to weekly newsletter regarding general Paideia and education enrichment information, and encouraging volunteer participation and attendance at upcoming events.
- Send representative member to all Paideia Academy Board meetings.
- Recruit, select, train & support homeroom parents, including communication with them and teachers regarding teacher volunteer needs in the classroom.
- Provide support to fundraising efforts.
- Time commitment is approximately 5 hours per month