

PARK ROAD PTSA COMMITTEE JOB DESCRIPTION

Committee Name:	Newbery Award
Past Chair/Co- Chairs:	Carrie Bell Kelly McCarthy
Timeframe for Activity(s): (Ex: Fall, Ongoing, March, etc.)	November, February, April and June
Time Commitment: (Ex. 5hrs/week, 10hrs/month, etc.)	About 1 – 1 ½ hours each time
Other Personnel Involved: (Ex. PTSA Chairs, Chess Instructor, Mrs. Haefle, Mrs. Healy, Classroom Teachers, etc.)	Mrs. Haefle
Job Description:	Run Reading Progress Reports 4x/yr, run Student Reading Reports 2x/yr. Go through reports and highlight who has achieved different designated levels. Input onto Excel spreadsheet and e-mail to Mrs. Haefle so she can distribute awards. For all new 5 books read students, write out Newbery Book Club Membership cards and give to Mrs. Haefle.
Outline or Schedule of Duties/Responsibilities:	Go to library to run Reading Progress Report in November, February, April and June. Highlight and update spreadsheet. Hole punch and put in binder. In February, run Student Reading report for 3 rd grade only. In June, run Student Reading report for 3 rd and 4 th grade only.
Supplies Needed:	Pen, highlighter, membership cards (Mrs. Haefle)