

GPO Teacher Liaison

Roles & Responsibilities

Purpose of the Role

The Teacher Liaison helps keep an open line of communication between Grace Lutheran School teachers and the Grace Parent Organization (GPO). This person will help make sure teachers are aware of GPO activities and information that may affect them, while also bringing teacher questions, ideas, or needs back to the GPO when appropriate.

A large part of this role will be helping GPO support our teachers during **Lutheran Schools Week** and **Teacher Appreciation Week**. The Teacher Liaison will work closely with GPO leadership, teachers, and parent volunteers to help make these celebrations special and well organized.

Communication Between Teachers & GPO

The Teacher Liaison will:

- Serve as a consistent point of contact between teachers and the GPO.
- Share GPO updates, upcoming events, volunteer needs, and other relevant information with teachers.
- Bring teacher feedback, requests, or suggestions to GPO leadership when needed.
- Help make sure teachers receive GPO information in a timely manner.
- Maintain a positive and respectful relationship with teachers, school administration, and GPO members.
- Attend GPO meetings when possible to stay informed about upcoming events and activities involving teachers.

Lutheran Schools Week

The Teacher Liaison will help coordinate GPO's support of **Lutheran Schools Week**. Since plans may look a little different from year to year, there is plenty of room for creativity and new ideas.

Support may include:

- Working with teachers and GPO leadership to coordinate plans for the week.

- Helping GPO find meaningful ways to recognize and celebrate our teachers and staff.
- Coordinating approved meals, treats, small gifts, or other activities.
- Helping organize parent volunteers when additional support is needed.
- Making sure plans are communicated early enough to work well with the school schedule.
- Keeping anticipated expenses within the budget approved by GPO.

Teacher Appreciation Week

The Teacher Liaison will also help lead GPO's efforts for **Teacher Appreciation Week**.

This may include:

- Working with GPO leadership to plan a fun and thoughtful week for teachers and staff.
- Gathering teacher favorites or preferences when helpful for planning.
- Coordinating meals, treats, gifts, decorations, or other appreciation activities.
- Organizing parent volunteers and donations when needed.
- Sharing information with families when GPO is requesting participation or contributions.
- Keeping track of purchases and expenses.
- Developing a plan with GPO leadership before making purchases or financial commitments.
- Making an effort to ensure that all teachers and appropriate staff members are included and recognized.

Working Together

The Teacher Liaison is encouraged to bring ideas and personality to the position. The goal is to provide some general guidance for the role without making it overly restrictive.

The Teacher Liaison will work with GPO leadership and school administration when appropriate, particularly when plans involve school schedules, teachers, volunteers, or GPO funds.

Most importantly, **this is not a role that one person is expected to handle alone.** GPO leadership and parent volunteers are available to help with larger activities and events.

What We Hope to Accomplish

The Teacher Liaison should help our teachers feel connected to GPO and comfortable sharing their ideas and needs. At the same time, the role helps GPO stay connected to the Teachers and Staff who work with our students every day.

Ultimately, the goal is simple: **support our teachers, improve communication, and make sure they know how much the Grace Lutheran Families appreciates everything they do for our students.**