

Saint Michael School
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2009-2010 Classroom Coordinators

Thank you for considering being a Classroom Coordinator for the teacher. Your willingness to assist the school in planning for the year is greatly appreciated. In an effort to provide for consistency in the school, we've come up with the following job description for our Classroom Coordinator position.

Job Description:

- The classroom teacher will choose a Classroom Coordinator from the people who volunteer. In some cases, the classroom teacher may ask two or more parents to share the responsibility. In an effort to allow many parents to volunteer in their years at St. Michael School, the classroom teachers will try to choose parents who have not acted as a Classroom Coordinator in the past.
- Meet with the classroom teacher at the beginning of the school year to determine how you can best assist the teacher. The teachers' needs will vary so what might have been done for a teacher in the past may not be appropriate for the current teacher.
- If money is collected from the families in advance to purchase paper goods, craft projects and/or teacher gifts, the donation from each family may not exceed \$20 for the year. Please note that the classroom teachers do not expect gifts at any time during the school year including holidays, birthdays, etc.
- Any money that is collected must be managed by the school. Checks should be made payable to St. Michael School and should be given to Mrs. Rogge. A request form for fund withdrawal must be handed into the office. There is a one week turn-around for reimbursements and withdrawals.
- Classroom teachers have the final determination of the type of party/event that will be held. Whenever possible, a low-key celebration is expected by the administration.
- The school logo may not be used without permission of the administration. Formal written requests to use the school logo are available in the office.
- The homeroom teacher has the responsibility to inform the office of the party. If a large meeting space is necessary, the homeroom teacher will schedule that with the office.
- The Classroom Coordinator must have a CORI for the current school year and must have participated in a Protecting God's Children Workshop.

Name _____ Homeroom _____

Home Number: _____ Cellular Phone Number: _____

_____ I'd like to be considered for the Classroom Coordinator position.

Please return this portion to your child's homeroom teacher.