

Classroom Coordinator Responsibilities:



Each teacher will have their own things that they need assistance with, but here is a list of options when considering the role!

- 1. Initial Meeting with the Teacher** -Use this meeting to get to know him/her and to find out exactly what he/she expects from you as a room mom. Each teacher will be different!
- 2. Parent/Teacher Communication Throughout the Year**
 - It's your job to communicate with the parents of children in the class about a variety of things including:
 - a. *Class parties or events*
 - b. *Upcoming class projects*
 - c. *Teacher gift opportunities*
 - d. *Any other specific things the teacher mentioned in your meeting*
- 3. Updating Parent Contact Information**
- 4. Class Party Planning and Organization**
- 5. Class Projects & Special Events**
- 6. Supporting the teacher with classroom management**
 - a. *Making photocopies*
 - b. *Running small group activities*
 - c. *Sorting graded paperwork to hand back to students*