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