

Classroom Coordinators Roles & Responsibilities 2018-2019

The PTO role of the *Classroom Coordinator* is to help maintain an open line of communication between the PTO, the classroom, and the school. The *Classroom Coordinator* is vital to ensuring that the lines of communication between the PTO and the classroom flow smoothly. As a *Classroom Coordinator* you are a PTO liaison that may assist the teacher in obtaining classroom donations and volunteers for classroom events or parties. Daily access to email is necessary since communication will be provided through emails. You will be provided with a letter to be handed out on Meet the Teacher Night to acquire parent's/guardian's contact information.

Reminder- teachers CANNOT give out parent/guardian info. without their permission. This is the reason the classroom coordinator obtains this information. When the PTO needs a message to get to the parents or are in need of help, we will ask the *Classroom Coordinator* to forward an email to the parents in their classroom. We want everyone to be part of the Willow Lane Community.

Requirements:

- You must have your volunteer clearances and they must be up-to-date (directions for obtaining are on the PTO website)
- You must have access to email and be able to check it daily.

Roles of the Classroom Coordinator:

- Provide your contact information to the teacher during the first week of September.
- Understand your teacher's expectations. Some teachers utilize the *Classroom Coordinator* more than others. Please respect the teacher's classroom. **DO NOT come to the classroom without having permission from the teacher.** *This role does not give you special privileges in the classroom.*
- The teacher may have you organize volunteers for classroom events.
- Coordinate volunteers for the *Hawk Ticket Store 1xmonth.*
- Distribute the parent/guardian letter on Meet the Teacher Night so you can obtain contact information for each student in the classroom.
- Set up an email group so you can forward emails easily.
- **Forward ONLY emails you receive from your teacher or PTO, in a timely manner.....within 24-48 hrs!!**

Willow Lane PTO Board
willowlaneptoboard@gmail.com