

CLASSROOM COORDINATOR

Parkwood Classroom Coordinators build strong communication systems, create a positive culture and friendly environment within Parkwood Classrooms and collaborate with the classroom teachers.



1 KEEP CONTACTS UP TO DATE

Keep an accurate list of emails and phone numbers of families in the classroom throughout the year

2 WELCOME NEW FAMILIES

Help new families acclimate to the school community

3 COORDINATE CLASSROOM EVENTS

Coordinate (or find a coordinator for) classroom parties, teacher gifts, the classroom food drive and potlucks

4 ORGANIZE AUCTION BASKET FOR THE RAFFLE

Help spread the word about the Auction Basket Raffle and the Silent Auction by encouraging families to participate/donate

5 CLASSROOM SNACKS

Coordinate snacks for the year and maintain the snack sign-up list. This is especially important during testing for grades 3-6

6 TEACHER APPRECIATION

Collaborate with other Classroom Coordinators of the same grade to help organize Teacher Appreciation Lunches and Teacher Appreciation Week

7 COLLABORATE WITH THE TEACHER

Check in with the teacher on an ongoing basis to see what help they need around the classroom