

Saint Michael School  
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### 2017-2018 Classroom Coordinator/PTO Liason

Thank you for considering being a Classroom Coordinator/PTO Liason 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/PTO Liason position.

#### Volunteer 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. The monies collected from families should be used to off-set costs of student-centered activities and not used solely for teacher gifts.
- The parent selected as the Classroom Coordinator will immediately contact Mrs. Rogge to review the policy for collection of money and reporting of distributions.
- 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. Food, popsicles, goodies, etc. are not allowed at class parties. We encourage crafts, games, service projects, etc.
- 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.
- The PTO liason will be asked to email the parents in the class to promote PTO events, attend PTO meetings, organize collections for class baskets, etc. This person will spread the word about upcoming events and help encourage parents in their class to attend or support the event.
- Please only complete this form if you could meet all of the needs of the position.

Name \_\_\_\_\_ Homeroom \_\_\_\_\_

Home Number: \_\_\_\_\_ Cellular Phone Number: \_\_\_\_\_

\_\_\_\_\_ I'd like to be considered for the Classroom Coordinator/PTO Liason position.

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