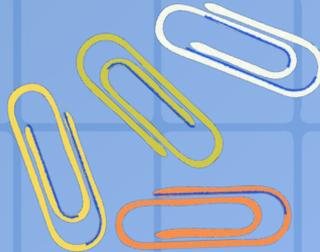
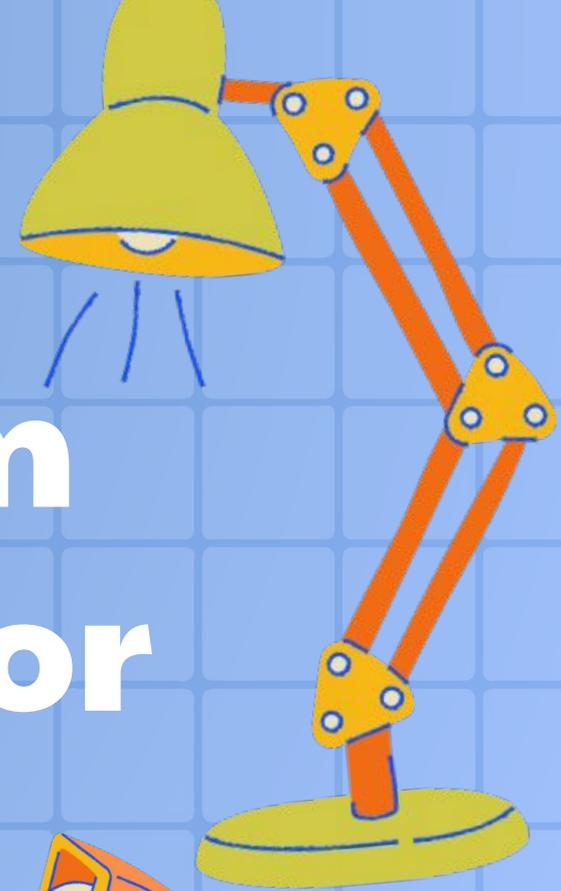
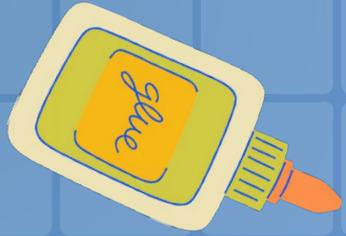
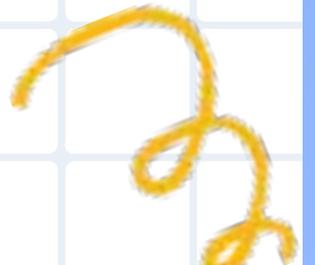


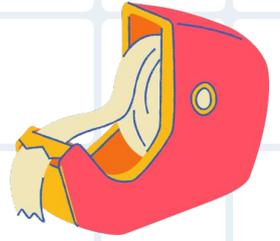
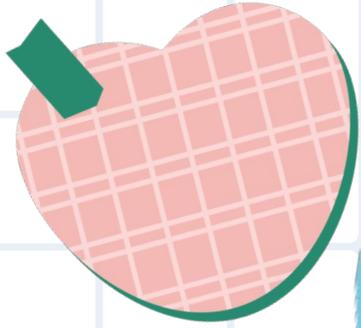
# Classroom Coordinator



# What is a Classroom Coordinator?

The Classroom Coordinator supports the classroom teacher in organizing and scheduling classroom volunteers, organizing volunteer paperwork, and supporting classroom events.



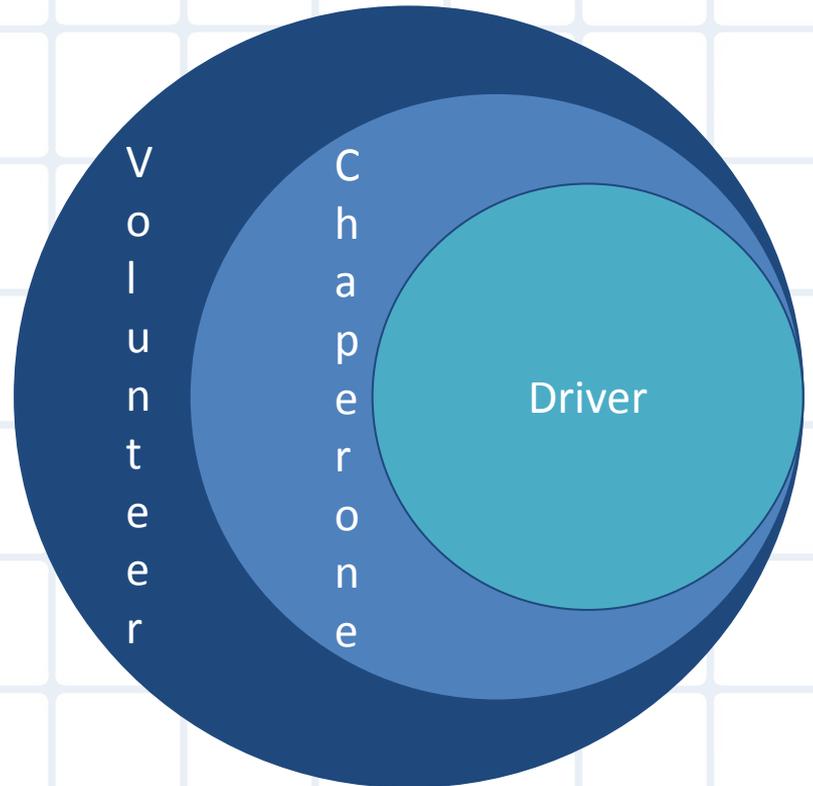


# Volunteers



# Three Types of Volunteers

1. Volunteer - Able to volunteer in classroom or for school events
  - a. TB Test - Valid for 4 years
  - b. Better Impact Application Approved
2. Chaperone - Able to chaperone on a field trip
  - a. Volunteer Requirements (above)
  - b. Fingerprinting Cleared - One time clearance
3. Driver - Able to drive students on field trips
  - a. Volunteer and Chaperone Requirements (above)
  - b. Submit Driver Information Form
  - c. Submit copy of valid Driver's License
  - d. Submit copy of valid Insurance
    - i. **Minimum** \$100,000 liability



1. Check with teacher for list of cleared volunteers every two weeks
2. Maintain classroom list of cleared volunteers and share with the Field Trip Coordinator
  - a. Document which clearance level they have
  - b. Add which volunteer role they have selected for the classroom
3. Follow up with families who have not been cleared
  - a. Offer support for completing the registration process
4. Follow up with families who have not begun volunteering
  - a. Offer available options based on teacher need



- Coordinate with teacher to create and maintain a volunteer schedule

- Coordinate purchases for classroom events
- Connect volunteers to [treasurer@fairwoodexplorer.org](mailto:treasurer@fairwoodexplorer.org) for reimbursements

- Volunteers can report they will be absent to you
- Send a message to see if someone can sub for the person that day to minimize class disruptions

**Schedule  
Volunteers**

**Volunteer  
Reimbursements**

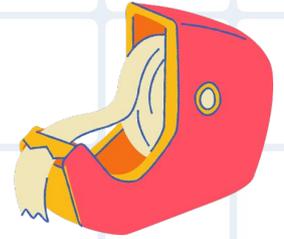
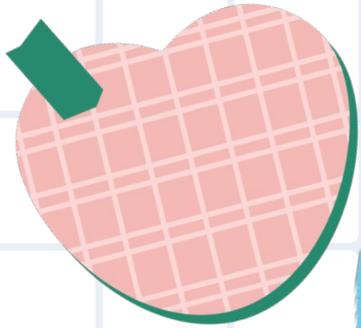
**Volunteer  
Subs**

1. Share volunteer spreadsheet with the Field Trip Coordinator
  - a. Field Trip Coordinator can help add the Driver Clearance information
2. Work with the Field Trip coordinator to organize volunteers for field trips
  - a. Send out field trip information
  - b. Recruit parent drivers and/or chaperones, depending on the needs of the field trip



**Collaborate  
with Field  
Trip  
Coordinator**

# Communication



The Classroom Coordinator supports communication between the teacher and parents.

## **Konstella**

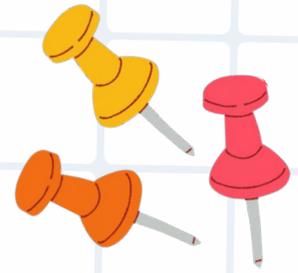
Support parents in connecting.

Can be used to send messages

## **Email**

Sending email messages about upcoming events, volunteer opportunities, and other info.

# Other Duties



## Party Planning

- Sign Up sheets
- Parent outreach
- Volunteers

## Teacher Appreciation

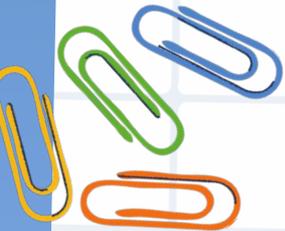
- Organize teacher recognition during Teacher Appreciation week

## Reimbursements

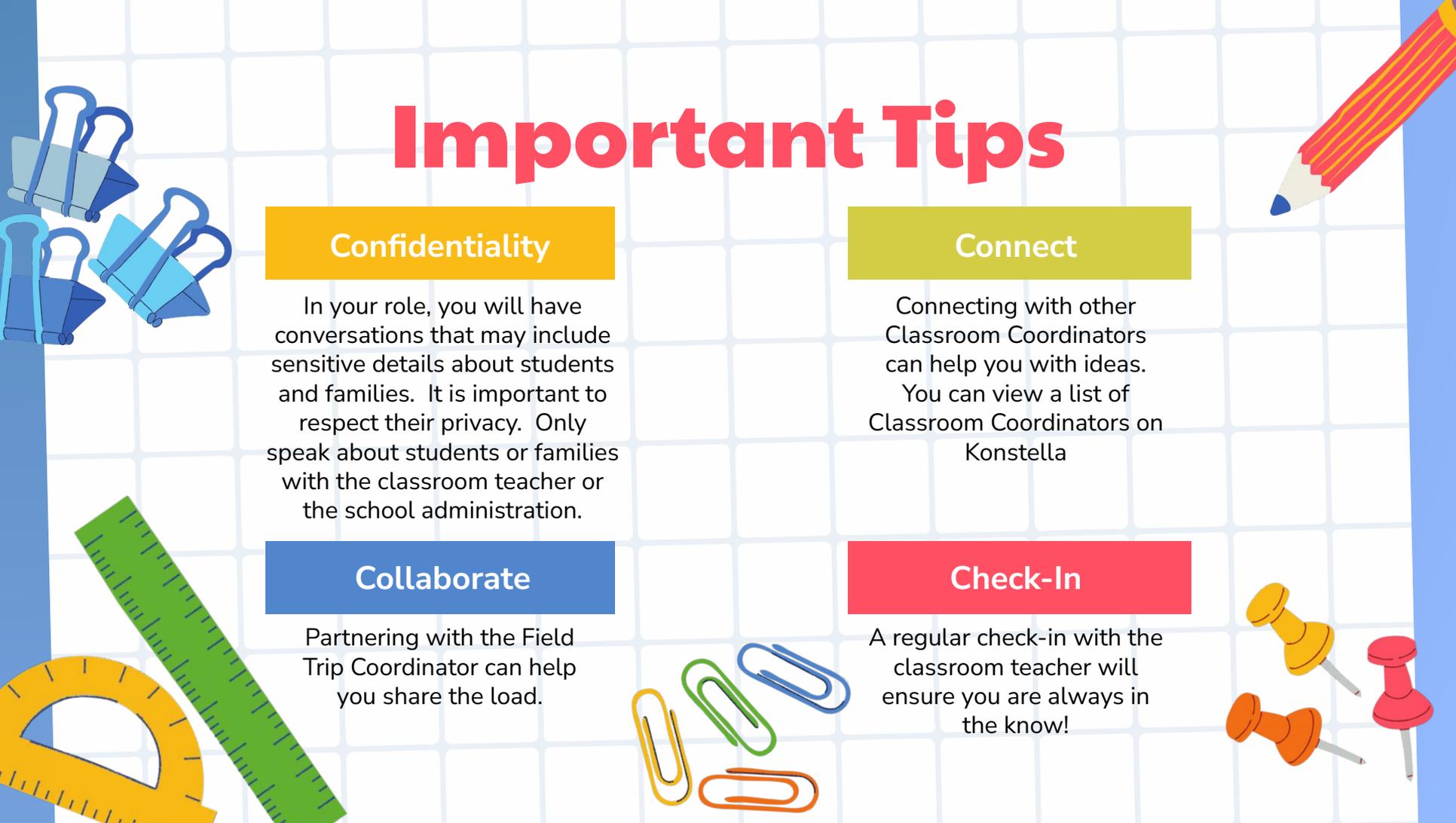
- Submit reimbursements requests to Alliance
- Email: Fairwood Alliance Treasurer for more info
- Submit completed request using black box in office
- [treasurer@fairwoodexplorer.org](mailto:treasurer@fairwoodexplorer.org) (no spaces)

## Track Class Activities

- Keep a running doc of classroom activities and upcoming events



# Important Tips



## Confidentiality

In your role, you will have conversations that may include sensitive details about students and families. It is important to respect their privacy. Only speak about students or families with the classroom teacher or the school administration.

## Collaborate

Partnering with the Field Trip Coordinator can help you share the load.

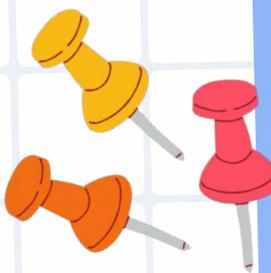


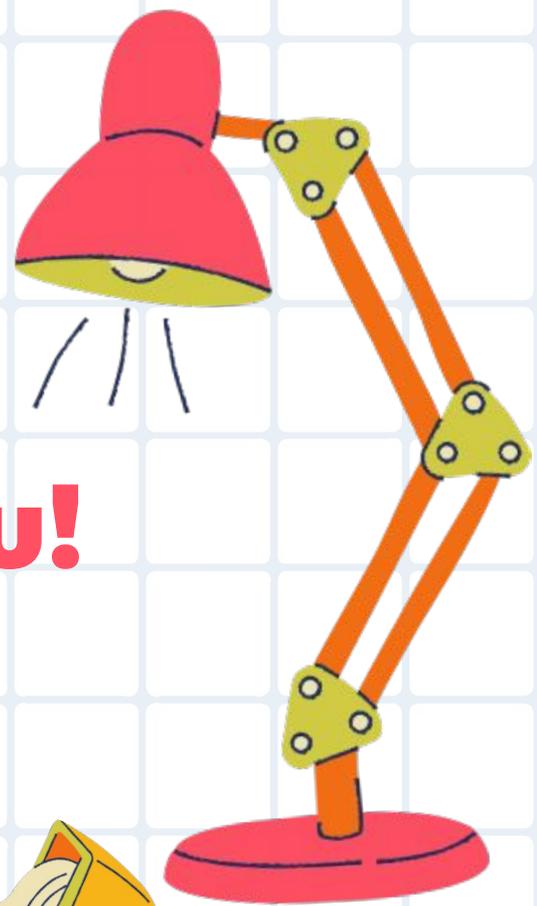
## Connect

Connecting with other Classroom Coordinators can help you with ideas. You can view a list of Classroom Coordinators on [Konstella](#)

## Check-In

A regular check-in with the classroom teacher will ensure you are always in the know!





**Thank you!**

