

Space Explorers Club
Coordinator Responsibilities – Grade, Class, Supply

Grade Coordinator (Grade Chairperson)

COMMUNICATION

- Identify the Class Coordinator to the club Teacher and their Assistant(s).
- Notify Class Coordinators and school program coordinators of issues common to the particular grade.
- Fulfill the responsibilities of a Class Coordinator when one is not available for a specific class or group of club members.

SCHEDULE

- Arrange grade level meetings for club Teachers and their Assistants to plan the activities and supplies needed for an upcoming session. Contact the Principal's Administrative Assistant or Clerk (480.883.4100) to check potential meeting locations and times. Reserve the time and location per your agreement with the Teachers and their Assistants. Typical locations are the Staff Lounge and the Media Center (library).

SPECIAL EVENTS

- Contact volunteers to assist during special events as needed. Confirm their commitment prior to the event to avoid a lack of volunteers during the event.

Class Coordinator

COMMUNICATION

- Send initial notification to parent(s) that their child has been assigned to a class and where they will meet. Include all class dates.
- Send Reminder Notices to parent(s) one or two days before each meeting reminding them of the session date and to send lunch from home that day. Emphasize the point of bringing a lunch is to avoid a trip to the cafeteria, which may delay the start of activities. Note specific allergies, typically peanuts, on the reminders and request parents send appropriate lunches.
- Always confirm receipt & understanding of key information. Avoid assuming that e-mail or voice mail messages will be received by the intended party or in a timely manner.
- Contact Substitutes and arrange for their participation in sessions when regular Assistants or Aides cannot attend as originally planned.
- Notify parents of the scheduled launch date for their child's rocket and invite them to attend the launch.

Supply Coordinator

- Obtain supplies for a specific activity or activities planned by the Teachers. Work with the Teachers to understand if supplies are needed for a single class or multiple classes within the same grade. Supplies may need to be divided by class and/or activity. Verify when the supplies are needed by the Teachers and to where they need delivery. Many Teachers prefer to obtain their own supplies but there are a few situations for which it is best if one person obtains the supplies and divides them as needed. Submit a "PTO Expense Submission Form" for reimbursement of your expenses.
- If you need to produce a high volume of photocopies using the school's machines, then allow time to make copies at an alternate location, e.g., Office Max, in the event that the high speed copy machines are out-of-service.
- Access the club supply cabinet (polished black, ~6 ft. height, 2 doors) in the back of the stage in the Multi-Purpose Room (cafeteria.). Materials are available on a first-come, first-served basis unless they are marked as being reserved for another person or activity.