



## Are you interested in serving as an MBS Classroom Coordinator?

### WHAT DOES A CLASS COORDINATOR DO?

Class Coordinators and Assistant Coordinators assist their Homeroom or Exploratory teacher with different events throughout the year. These events vary by grade, but include birthday parties and retreats, buddy activities as well as events like 6<sup>th</sup> grade's World's Fair Day, and Kindergarten's St. Nicholas Stockings. Coordinators communicate volunteer opportunities for school and classroom events via emails and texts to class parents, and should be knowledgeable of school volunteer guidelines and events. They should be comfortable creating volunteer sign up opportunities via signup genius for class activities.

### WHAT ARE THE REQUIREMENTS TO BE A CLASS COORDINATOR?

Applicants for Class Coordinator or Assistant Coordinator **MUST** be cleared by the Office of Child Protection, which includes a Background Check and Fingerprint procedure at the LA State Police Headquarters. All Coordinators are asked to attend all general Home & School meetings (usually two per school year). They must convey a positive attitude in all communication with parents and faculty, and must support the school philosophy and mission.

---

## 2017-18 Classroom Coordinator Application

**Applicant:** Please complete and turn into your Homeroom Teacher by Friday, August 11, 2017.

**Homeroom Teacher:** Please turn into MBS office, Attention: Penne Leier

Printed Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Child's Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Grade(s) already served as Classroom Coordinator or Assistant Coordinator: \_\_\_\_\_

I would like to serve as (please circle all that apply):

*Class Coordinator for my child's HR*

*Assistant Coordinator for my child's HR*

*Exploratory Coordinator for:*

*Music*

*Art*

*Spanish*

*Computer*

*Physical Education*