

Grade Level Coordinator Checklist & Responsibilities

Thank you for volunteering to be a *Grade Level Coordinator*! You are an essential part of keeping things organized for your grade. We appreciate all the time and energy you will spend making this an awesome year for our students & teachers! We hope you will find the following information helpful and informative in completing your responsibilities for the year ahead.

- Introduce yourself to the Lead Teacher for your grade level letting them know that you are the *GLC* for the room parents in their grade & that they may contact you with any grade level needs or information for your room parents.
- Introduce yourself to your grade level Room Parents, letting them know who you are & that you will be contacting them throughout the year to coordinate the completion of all their room parents responsibilities. Create an email list.
- As each party/event pertaining to your grade nears (classroom parties, splash day, moving on ceremony, etc..) meet with your Lead Teacher and see what they would like to have at the party/event. They will have ideas on what has worked, not worked and new things they would like added. This is typically a short meeting, you don't want to take up a lot of their time.
- As your grade level Teacher Appreciation Luncheon approaches, make sure to communicate with the TA Chair to assist with the planning, getting volunteers, etc..
- Ensure that each Room Parent / Class is recognizing their teacher & assigned staff member's birthdays' throughout the year. A Birthday Recognition Checklist is included in this binder.
- Keep track of Classroom Party funds for each class. You will keep a tally of each class' expenses & know your available funds for each party. Use the Classroom Party Funds Worksheet found in the Parties section of this binder. The worksheet will allow you to determine your available funds for each party & utilize any unused funds from a previous party with ease. This pertains to: 3 classroom parties, TA luncheon, birthday recognitions, End of Year & 5th Grade Ceremony.
- Coordinate the reimbursement of expenses. You are responsible for collecting the Reimbursement Forms with receipts attached from each room parent requesting reimbursement for each event. In the Reimbursement section of this binder you will find a copy of the Reimbursement Form. You will use ONE of these forms, along with attached receipts, and turn in to the appropriate event PTA Chairman for processing.

Don't hesitate to contact me with any questions or concerns:

Heather Lee / Room Parent Coordinator Chair

972-839-8892 / heather.lee@endurancehomes.com

Thanks in advance for helping make this an awesome year!!!