



## ***Enthusiastic parents needed to fill the Burr PTA Classroom Coordinator Position***

### *Duties:*

- ★ Work with your teacher to coordinate your classroom's needs, such as:
  - Mystery readers
  - Classroom activities
  - Chaperones
  - Class parties
  - Class calendar
  - Teacher gifts
- ★ Act as liaison between your teacher and parents to ensure that every parent has an opportunity to participate in classroom activities.
- ★ Execute communications via email or telephone
- ★ Assist in soliciting volunteers for PTA sponsored events

### *Experience:*

- ★ Some computer skills
  - Ability to communicate via email with teacher and parents

We always encourage new faces and talents to volunteer. Classroom Coordinators will be selected within the first couple of weeks of school. You will then be notified and expected to attend a short orientation & training session.

*If interested, please return the bottom portion to the main office labeled  
Classroom Coordinators ASAP/before Friday September 10<sup>th</sup>*

*Dede Falterer*  
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*Christine Vaccarella*  
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*Classroom Coordinator Co-Chairs*

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Parent Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Child's name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Have you been a CC before? YES NO

If not selected for this class you may choose one other alternate choice.

Second choice

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

*Flyer date 8/20/10*