

*School Adopt A Class Coordinator
Responsibilities*

Provide ongoing communication among *Adopt A Class Team Leader*, Teachers and Principal to confirm all Adopt A Class activities are scheduled and executed and communication is flowing properly.

Ensure *Adopt A Class School Year Schedule* is being properly followed by each Teacher.

Communicate all necessary Adopter information to each Teacher.

Ensure Teacher is maintaining regular contact with their Adopter and completing necessary student projects and in a timely manner and at a level that enhances the school's image .

Communicate with *Business/Community Adopt A Class Adopters* on a regular basis to answer any questions and confirm timing of current and upcoming activities as outlined in the Adopt A Class School Year Schedule.

Manage logistics of School Visits by Adopters to ensure successful events.

Organize a School "Meet and Greet" Committee consisting of key School Administration. This committee should be available to personally greet and thank *Business/Community Adopt A Class Adopters* for their participation.

Complete, when requested *Adopt A Class Master Information Sheet, Adopt A Class Event Schedule and Student Rosters*.

Provide the *Adopt A Class Foundation* feedback on any issues that might arise either at the school or with *Business/Community Adopt A Class Adopters*.