

# Classroom Special Projects Coordinator



**Purpose:** The job of special projects chair centers around coordinating and scheduling special in-class activities such as class projects, theme days, mini electives, and literature, as well as after-school and weekend projects. It also involves supporting Ocean's Week and clusters Coordinators as needed.

## **Responsibilities:**

### ***Record keeping:***

- Pre-approve and sign reimbursement forms for special projects expenditures of over \$10 and place them in the treasurer's folder.
- Keep a record of expenditures and inform the parents when funds are low.
- Keep a record of families who have done their special project and remind the others that one project a year is required.
- Compile a yearly list of the special projects and their providers. Give a copy of the list to the incoming special projects chair and file a copy in the special projects binder located in the resource room.

### ***Communication:***

- Attend monthly planning meetings.
- Meet with teacher to determine needs for special projects and literature groups. Notify parents of these needs.
- Coordinate with the ombuds to ensure that all special projects are included on the monthly class calendar.
- Keep teacher informed of special project details, i.e., the subject, time, and date, number of children, special requirements, etc.

### ***Other:***

- Recruit volunteers to do projects as needed.
- Provide special project ideas as needed.
- Organize logistics and materials.
- Encourage projects that complement curriculum themes and units.
- Refer parents to resources available in the resource room, such as the literature files, parent talent binder, and special projects binder.
- Meet with the vice president for orientation.

**Financial Responsibility:** Coordination with teacher regarding budget for special projects.

**Hours Recording Procedure:** Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

**Hours:** 45

**Reports to:** Class Ombud

**Selection:** Elected by class membership

**Term:** August to June

**Revised** 5/24