



Classroom Coordinator - What You Need to Know!

Thanks for agreeing to be a Lead to Read KC **Classroom Coordinator!**

Your job is very important to the **Mission**. Your job is also very **simple**:

1. Arrive 5-10 minutes early and take attendance.

Please print your roster, and take it to your school to record attendance.

Then, when you return to your office or home, please access your roster and record attendance.

Also make any needed pairing changes, or email Hayley at volunteer@leadtoreadkc.org and she can update the roster.

If a Reader misses several sessions, email Hayley at volunteer@leadtoreadkc.org and she will follow up to ensure he/she still wants to read.

2. Lead the group to the classroom, and ensure each student is paired with an adult.

If the class has more Readers than students, please ask that Reader to go to another Lead to Read KC classroom to see if he/she can help there.

3. Send reminder emails to your team to encourage attendance.

Feel free to send reminder emails periodically. These emails are especially helpful at the beginning of the year, and after winter and spring breaks. If attendance becomes a classroom issue, encourage attendance and remind readers to contact you and their buddies when they are going to miss a session.

Mission:

Our mission is to help kids in grades 1 through 4 improve their basic reading skills and attitude toward education by reading one-on-one with a trusted, caring adult from the community.