



CMF Education Committee

Roles and responsibilities of the class coordinator

1. Create a schedule for all teachers for each academic year.
2. While creating the schedule, preferably try to schedule same teacher for one continuous month.
3. In order to maintain continuity, the coordinator will maintain a record book/sheet including date, teacher's name, topic covered and any assignment given to students.
4. Discuss with other teachers and come up with standard format of conducting class and method of teaching.
5. Try to conduct periodic informal meetings with all the other teachers of the class so that all the teachers are on the same page.
6. To make sure that attendance record of each student is maintained in the class roster. It is mandatory to take attendance every Sunday during the class.
7. At the end of the academic year (by end of May) it is the responsibility of the coordinator to provide names of the students with perfect attendance to the education committee chairperson.
8. The coordinator will discuss with other teachers and come up with a ten minutes presentation by the class during the graduation ceremony.
9. The class coordinator will try to resolve any concerns either by student or by any teacher or by a parent. If it cannot be resolved in timely manner, coordinator will escalate the issue to the chairperson of the education committee.
10. The coordinator should attend all education committee meetings. If he/she is unable to attend, a designated teacher from the same class should attend the committee meeting on behalf of the coordinator.
11. The class coordinator will be informed about any education committee meetings by the chairperson of education committee. It is the responsibility of the class coordinator to inform his/her team about the meeting.
12. The role of the class coordinator is to be a liaison between chairperson of education committee and class including students and all other teachers.
13. On the orientation day, it is the responsibility of the class coordinator to present the curriculum for the class, introduce all the teachers of the class and briefly explain format of the class to the parents.
14. The class coordinator will maintain a master list containing student's name, Parent's name, emergency phone numbers and email address. In case of emergency, this list will be used to call/email parents.
15. The class coordinator will discuss with all teachers of the class and come up with a topic for the yearly essay competition.
16. The class coordinator will be nominated for a two year term.