
STEM Coordinator

4s Class Members

A. GENERAL RESPONSIBILITIES

1. Prior to the May general meeting, you will meet with the President to work on the STEM calendar for the next school year. Together you will choose 3 Fridays to hold STEM class each month. The months will be combined to create 5 sessions for the year. Take into consideration holidays, professional days, monthly clean, etc. The President will include the STEM days as part of the school calendar that is shared at the May general meeting.
2. Prior to the writing of the teachers' annual contracts, determine which teachers will be teaching the STEM classes for the next school year. If there is any conflict, refer to the Board for decisions. The Administrative Liaison will also be doing this in regard to the regular C&C classes (2's, 3's, and 4's) so you can consider doing this together.
3. Talk with the teachers about the current STEM program budget and determine if the budget needs to be changed for the next year. Discuss the tuition cost, as well as teacher pay and money allotted for materials and supplies. Share your discussion with the President/Treasurer when they are working on the budget for the next school year.
4. Advertise the STEM program to the incoming 4s class at the May general meeting and answer any questions about the program. **IMPORTANT:** You **MUST** know all the information in the STEM coordinator guideline document. Refer people to this document as needed.
5. Share any important information about the STEM program with the Newsletter Editor as needed.
6. Use the STEM coordinator guideline document to register students for each session. The process is very specific and adhering to the guidelines is crucial. Please refer to the guidelines for details.
7. Communicate with the Treasurer so that he/she is aware of how many, and which families will be participating in each session.
8. Make edits or additions to the STEM pamphlet or any other advertisements as needed. Be aware of any families who have signed the waiver to not have their child photographed or recorded.



9. Create the snack/helper calendar for each session and share it with the participating families. Reminder: Keep snacks very simple because there will be no Co-op parent helping out during snack. Follow the 4's class snack policy that already takes into consideration any food allergies. Place a copy of the calendar on the 4s bulletin board at the school.

10. Check in with the teachers to see if they need any assistance purchasing or preparing for any projects or activities for the STEM classes. Assist them with any request they may have.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of *all* receipts for all disbursement made on behalf of the school.

Revisions: 03/2022 MB