

Life Skills Coordinator - General Responsibilities

Phase I (Recruiting) - FALL

- Attend BTS nights and/or communicate with Home and School committee to recruit parent volunteers to give life skills presentations to their child's class.
- Obtain list of parent volunteers from previous year and email them to see if they would be interested to sign up for the upcoming year.
- Develop a list of parent volunteers organized by each grade and classroom.
- Send paper copy of recruitment letter (sample can be provided by District Coordinator) to each student in those classrooms without any parent volunteers obtained from BTS nights. Letter must be approved by principal before sending home.
- Create an document that lists all grades, classrooms, and respective parent volunteers with pertinent information (parent name, child's name, telephone number, email)
- If any classroom is without a parent volunteer, communicate with District Coordinator (who will help with solutions/ideas)

Phase II (Training)

- Obtain dates, times and location of training sessions from District Life Skills Coordinator. Training takes place in January each year.
- Send email to all parent volunteers containing all grades, classrooms, and respective parent volunteers with pertinent information (parent name, child's name, telephone number, email) along with training session dates, times, and location. Request response from all parent volunteers regarding which training session each parent will attend.
- Record which training session each parent volunteer will attend for your own records. All parent volunteers must be trained.
- Send email right before Winter break to remind parents of January training dates.
- For anyone who cannot attend the “live” trainings, communicate to them that they should email Minda Maggio, District Life Skills Coordinator directly to borrow the self-guided training materials.

Phase III (Material Preparations)

- Get box(es) from District Life Skills Coordinator with all materials. Also get the classroom count/teacher. ALL MATERIALS ARE PROVIDED - no photocopying is necessary.
- Create Ziploc Baggies for each teacher/by grade with all supplies for classroom presentations. All supplies are provided by the District Life Skills Coordinator and are in the box(es). Supplies may be pencils, bookmarks, stickers, latex gloves, etc.

Phase IV (Communication with Teachers & Parents)

- Communicate “In School” dates to teachers and parent volunteers
- Prior to the start of the program, email parent volunteers reminding them to contact their partners and teachers to schedule a mutually convenient time for presenting the life skills program during the specified timeframe.
- Request all parent volunteers to inform you about when their presentation will be given. A list of all presentations must be made available to the principal, if necessary.
- Send home parent letter to all grade levels reminding parents of upcoming presentations.

- Send email to all parent volunteers and include all pertinent info about materials (Folders and Portfolios/Canvas Bags) and their location in the school

Phase V (Presentations)

- Obtain Portfolios and Tote Bags from District Life Skills Coordinator a few days before the school presentations are to start. Check all portfolios and tote bags to make sure the correct supplies are available and store them in the designated area in the school.
- Notify parent volunteers when/where the portfolios and tote bags are in the school and remind them the portfolios and tote bags are not to leave the school.
- Send kickoff email to all parent volunteers to enjoy presenting the life skills program to their child's class. Remind parent volunteers that once their presentation is completed the portfolio and tote bag is to be returned immediately to the storage space. Another presentation may be scheduled directly after theirs and other parent volunteers will need the portfolio and tote bag.
- Once all presentations have been completed return the Portfolios and Tote Bags to the District Life Skills Coordinator. Make sure all portfolios and tote bags are returned with appropriate materials in them.
- Job Completed - Life is Good! Pat yourself on the back for a job well done!

IF YOU HAVE ANY QUESTIONS AT ANY TIME IN THIS PROCESS, CONTACT THE DISTRICT COORDINATOR.

Thank You for Being a Life Skills Coordinator,
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