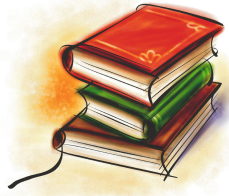


# Job Description



## Coordinator: Great Books

The Great Books Coordinator (“GBC”) position is granted to a volunteer in coordination with the school principal. The GBC has the following responsibilities:

- Working with the PTO President and SRS teachers, secure GB Leaders for each grade.
- Inquire with the GB Foundation whether or not a GB parent training seminar is offered near Alexandria in the fall. If one is offered, speak to school principal regarding funding and then ask if any of the volunteers wish to attend. Recommend strongly that when possible, every GB Leader attend a parent leader seminar.
- Working with GB Leaders & school schedules, secure time and location for GB classes.
- Working with teachers, secure list of nominated GB students from each class. Traditionally, teachers are given until the end of the first grading period to assess students for GB. Teachers are NOT given last year’s roster and bases assessment for GB on how students are currently performing. Criteria for teachers to consider are but are not limited to: (1) can the student miss 45 minutes of class time per week; (2) can the student handle the extra work load; and (3) does the student gain more by attending GB or by staying in the classroom. Class sizes should not be greater than 10 but exceptions can be made if space is available and GB Leader agrees.
- Send to each parent of nominated students a permission slip and secure signature and payment for book.
- Order all GB books and collect payment.
- Follow-up quarterly with GB Leaders to ensure things are going smoothly.
- Ask GB Leaders to recycle all books if students wish to donate back to school.