

BCA Extracurricular Coordinator

(updated summer, 2022)

Goals for Extracurriculars:

- Offer opportunities for students to learn together across grade levels
- Offer additional subjects outside the core curriculum (technology, performing arts, life skills, etc.)
- Provide opportunities for students to fulfill their required extracurricular component

Personnel:

● Coordinator

1. Collaborates with instructors and Head of School to determine: which classes will be offered, which instructors will teach, which locations (classrooms), what days of the week/times, prices, payment methods will work best
2. Compiles detailed information on each class so parents can plan to sign up – needed prior to each semester start date
 - a. Instructor bio – written by instructor
 - b. Class description – written by instructor
 - c. Grade(s) each extracurricular class includes; male and/or female students invited; maximum number students/class, etc.
 - d. Price/student/semester
 - e. How to pay (through BCA webstore; directly to the instructor)
 - f. Class length (start date to end date; duration of each class (45 minutes, etc.))
 - g. Extra needs (sewing machine, apron, athletic attire, headphones, etc.)
 - h. Instructor contact info
3. Arranges use of rooms with host building – communicates through office admin to avoid schedule conflicts
4. Compiles lists of students in each class after registration ends and communicates these lists with teachers and extracurricular helpers
5. Maintains ongoing communication with all instructors/forms relationships/gathers feedback throughout each semester
6. Finds volunteers to help with classes – can receive substitute teacher pay(?)
7. Communicates with parents regarding changes (instructor absent/class cancellations, make-up classes, changes of rooms, equipment needs (“bring headphones,” “wear athletic shoes,” etc.) (This is also done by extracurricular instructors)
8. Recommended: Includes instructors during Teacher Appreciation Week (students sign thank you cards for instructors, etc.)

● Paid Volunteers

1. Watch exits
2. Turn off lights/lock doors after classes finish
3. Monitor classes for needed help/students who might need attention, etc.

● Instructors

1. Take roll of all students present for each class
2. Lead the class
3. Ask parents of enrolled students to volunteer to assist during class times if needed
4. Clean up (along with students!) at end of class
5. Sign out students when parents arrive

6. Stay at least 10 minutes after the end of class to dismiss students; any students still on campus after 10 minutes past can be signed out by the extracurricular coordinator and paid volunteers
7. Communicate with parents of enrolled students regarding upcoming events (showcases, performances, contests, etc.); material needs (bring headphones, wear athletic shoes, etc.); class changes, cancellations, make-up classes, etc.
8. Inform the extracurricular coordinator if make-up classes are needed, so the coordinator can arrange for additional use of rooms with the host building