

# R.E. LIAISONS

## ONGOING RESPONSIBILITIES

- Be familiar with your semester teaching schedule.
- Make sure there is a copy of the teaching schedule in the RE Office
- Get familiar with the curriculum and be on the look out for resources.
- Make sure the class is covered every week.
- Keep track of who is teaching each week and when subs are needed.
- Have a substitute list ready.

## WEEKLY RESPONSIBILITIES

- Talk to the teachers each week, in person or by phone.  
Ask how things are going. Are there any problems? Do they have any suggestions for the newsletter, any projects to display? Do they need any classroom or project supplies? Do they need any substitutes?

## MONTHLY RESPONSIBILITIES

- Check on classroom supplies

## AS NEEDED

- Make an "exception report" during the R.E. Committee meeting to communicate problems or special items on a positive note.
- Make arrangements for substitutes
- Report to R.E. Director for concerns of a sensitive or time-sensitive nature.

## NEWSLETTER

- You are responsible to make sure at least one "brief" article appears in the church newsletter during the year about your class. It can be written by you, a teacher or a student...but you are responsible to make sure it is written and submitted in time. Keep your eyes and ears open for other opportunities to submit news about your class.

## CLEANING SUPPLY SHELVES IN CLASSROOM

- Clean the cabinet in your classroom at the end of each semester and restock it with supplies.

## CHECKLIST FOR CLASSROOM INVENTORY

- |   |   |
|---|---|
| <input type="checkbox"/> Markers or crayons   | <input type="checkbox"/> A roll of masking tape                       |
| <input type="checkbox"/> A can of scissors  | <input type="checkbox"/> A bottle of glue                             |
| <input type="checkbox"/> A can of sharpened pencils<br>(There is an electric sharpener next to the telephone in the RE Office and a manual one in the back of the supply room). | <input type="checkbox"/> A box of tissues                             |
| <input type="checkbox"/> Chalk and one or two blackboard erasers  | <input type="checkbox"/> An extra sponge by the sink                  |
| <input type="checkbox"/> A pair of large scissors   | <input type="checkbox"/> A brush and dust pan UNDER the sink          |
| <input type="checkbox"/> A stapler  | <input type="checkbox"/> A hand soap dispenser on the sink            |
| <input type="checkbox"/> A Box of staples   | <input type="checkbox"/> Downstairs classroom should have glue sticks |
| <input type="checkbox"/> A roll of scotch tape  |   |

**EACH SEMESTER CLEAN UP, PLEASE MAKE SURE:**

- Bulletin boards should be cleared off
- Check your Class Resource drawer to make sure all books have been returned
- Return extra supplies in your classroom storage space neatly to the RE Supply Closet (like extra construction paper and glue).
- Make sure teachers return their curriculum.
- Have students take their individual class projects home (or throw them away)
- Remove any whole class projects (consult with teacher if in question)