



RAD CLASSROOM COORDINATOR RESPONSIBILITIES

TALK TO YOUR CLASSROOM TEACHER

- Schedule a time during the week leading up to the start of RAD (Sept 29-Oct 3) when you can come in to talk to the class about RAD and hand out the Reading Agreement forms. Forms are due BACK to school Friday, October 10 so please ensure you give plenty of time for the forms to go home, get signed and come back.
- Decide on a weekly time that you can come in, track the class progress, read, and distribute prizes.
- Ask the teacher where they want you to put the RAD tracking poster.
- Encourage the teacher to set a goal and track their own minutes; the kids love to see their teacher's progress along with their own.

MAKE A POSTER TO DISPLAY IN THE CLASSROOM

- Poster should just have the classroom goals listed.
- Create a way to show that goals have been met – a checkmark, sticker, or a pin.
- Please do not display individual students' minutes (goal or amount read each week) as we want to focus on the goals for the class.
- Update the poster when you visit the classroom each week.

VISIT CLASSROOM TO INTRODUCE RAD

- Explain the RAD reading program: each student sets a goal of the number of minutes he or she will read during RAD. Have the parent and the student sign the Reading Agreement and turn it in to you, the Classroom RAD Coordinator, during the first week. All of the goals are added up to make the Classroom Goal and all the Classroom Goals are added up to make a School-wide Goal.
- Show the class the different forms: The Reading Agreement and Parent Information Sheet, which will explain the program to their parents. Explain that they should bring back the signed Reading Agreement to class as soon as possible and that their parents will email their minutes to you (the Classroom RAD Coordinator) every Friday.
- Explain the Tracking Poster. The poster will show when the students as a class have: returned their Reading Agreements, reached their midway goal and reached their final goal.
- Encourage the kids to set a reasonable yet challenging goal for themselves, not too high or too low (you might ask the teacher for an idea for what might be too low or too high in general).
- Let the kids know that there will be a celebration at the end of RAD.

VISIT CLASS EACH WEEK

- The Classroom Coordinator can read or they can schedule a parent to read to the class during each week of RAD (usually 20 minutes).
- Give recognition for milestones achieved: returning the Reading Agreement, reaching the halfway point, and achieving the goal.
- Be Enthusiastic! Let the kids know that you are excited about reading and about working with them. Let them know you hope everyone will participate.

• **Each Friday, Classroom Coordinators will have parents email minutes to them. Classroom Coordinators then send their class total minutes to Lesley Novotny and Amy Ulrich by Sunday night.**

• **Lesley and Amy will update the school poster in the cafeteria on Monday.**

• **Please contact Lesley and Amy at rad@puestadelsopta.org if you have any questions.**