

People to Know at School and How To Become Involved

By Cynthia W. Young, Ed.S., NCSP - Young Consulting, LLC

Principal – supervises all school staff, sets the learning goals of the school, and maintains a safe learning environment

My Child's Principal:

Assistant Principal – shares some of the administrative duties of the principal

My Child's Assistant Principal:

Office Staff – greet students and visitors, manage the office space, and maintain attendance and student records

My Child's Secretary:

Other Office Staff:

Health Clinic Staff – deal with any medical emergencies and keep track of any medications that children have to take during the school day

My Child's School Nurse:

School Counselor – provides classroom activities and individual support for children

My Child's School Counselor:

Instructional or Student Support Team – meets with parents and teachers when a child has trouble in the classroom

My Child's Support Team Leader:

Child Study Chairperson – meets with parents and teachers when a child may need additional assistance

My Child's Child Study Chairperson:

Reading Specialist – supports the reading skills of children in the school

My Child's Reading Specialist:

School Psychologist – supports children's learning through testing and working with children (only with parent permission) and helps teachers and other staff with learning goals

My Child's School Psychologist:

Visiting Teacher or School Social Worker – coordinates services with families and may monitor children's attendance or other educational needs

My Child's Visiting Teacher:

This list does not include all school personnel. Some of these people may have a different title in your school system.

Get Involved

You are an important team member in your child's education. Talk with your child's teacher about how you might help him or her be more successful. You can volunteer in classes that need extra help, chaperone field trips, help in the school library or office, or participate in other ways.

The Parent-Teacher Association (PTA) also holds regular meetings that help you learn about your child's school. You can be as involved as you want, and schools are always happy to have parents take an active role in their child's education.

Volunteer Coordinator: _____ **PTA President:** _____



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