Point Person Duties for Dr. Dan Science Classes

My beginning duties include but are not limited to:

Primary Duties

Making phone calls/texts/sending e-mails to your immediate class
- Prior to the first class for preparations
  - See if they are prepared, have supplies, will attend first class
  - Follow up to see if all required paper work and payments are in prior to class
  - Keep track of any "pre-planned" excused absences and testing
  - Record any questions and send to the Point Person Coordinator for response
- As the class is running
  - Let people know of schedule or other possible changes, snow emergencies, illness or a running late situation on the part of students/Dr. Dan
- After the class has ended
  - Not usually needed, but may arise!

Coordinating the class party in December and May (the last class)

Some questions could be forwarded to the Point Person coordinator. Some questions should be forwarded to the financial person as well.

Compensation

As a small thank you for helping as a **Point Person for one school year**, EESI would like to give you a credit certificate for $25 good towards class tuition. The certificate will be issued in your name and can be used for payment of any of your children's tuition. You may share **Point Person** responsibilities with another person if that is needed, but only one certificate will be issued per class.

If you enjoy being a Point Person and do well in that position, you may be asked to help again for a second year. The thank you credit at that time will jump to $35. Should we find out that you have others skills and are available….well… who knows what else may be available for you!

Hope to hear from you soon!!

Andrea Korow

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PS Send an e-mail to Emily Tull (tullhouse@bresnan.net) if you have specific questions! Sometimes more than one person wants to be the "point". We will look at the size, age and needs of the class to determine if two are needed.

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