

Tech Volunteer Opportunities/Tasks

Google Calendar Updates

- PO Leads are responsible for updating their events into Archway Chandler PO Calendar
- Tech Lead or Webmaster is responsible for assisting front desk with updating Archway Chandler Academic Calendar
- Ask volunteers to help with following Calendar updates
 - Athenaeum: Need to get calendar from Athenaeum director monthly
 - School Lunches: Monthly Update
 - After School Activities Calendars
 - Sports Program Calendars
 - Music Program Calendars

Teacher Blog Updates/Creation

- The Headmaster would like every teacher to have a blog and send an update to parents weekly if possible.
- If a new teacher needs a blog, Tech PO Lead should create one using the acachandleraz Google account and

Student Directory / Exemption Merge / New Student Kingdom Assignment

Website Updates (delegated by Webmaster)

- Riggs Words
- Grade Level Blogs
- 4th Grade Science

Carpool

Volunteer/Parent Conference Sign-Ups

Headmaster Update Articles

- Volunteer needed to coordinate articles with PO Coordinators and Mr. Posner (or teacher creating the weekly newsletter)