

Imagine Early 4th-8th Grade Teacher Team

Lead Responsibilities

1. PROMOTE the Imagine Early program to students and families in your grade level through school communication channels (social media, newsletter, emails), in-class presentations, testimonials, and at parent/teacher conferences.
2. ENCOURAGE enrollment in the Imagine Early program by assisting parents/guardian in completing the Indiana529 Direct enrollment and the Participation Agreement form through various means.
3. ASSIGN (and ensure grade level teachers assign) scholarship-related student work as outlined in the Imagine Early program (e.g., plan a career/college activity during both semesters, assign the essay in Q3, deliver all workshops).
4. REPORT (and ensure grade level teachers report) scholarship-related student work on Google sheets by the deadlines given.
5. ATTEND Team Lead meetings and respond to requests for information from the Program Officer.
6. ASSIST with at least one Imagine Early event outside of class (e.g., media, public event, party).
7. DISTRIBUTE and COLLECT Imagine Early program materials including enrollment forms, flyers, surveys from the University of Michigan and other outlets, Progress Reports, welcome packets, samples of student work, etc.
8. REPRESENT fellow teachers to the Community Foundation for purposes of providing feedback.
9. BE the principal resource person to teachers, parents, students, and the community to champion Imagine Early program goals.