

Grade Level Coordinator “GLC” Role

GLCs are an important and helpful component of the room parent program. Two partners will be in charge of one grade level in traditional type classes. One parent will in charge in multi-age type classes.

The role is typically active the week prior to the first week of school and subsides two weeks in to the school year. The role is generally quiet until Teacher Appreciation Week (TAW) in the Spring. You are always around as an advisor. Much of this role is “behind’ the scenes aiding the room parent co-chairs and parent peers.

The general responsibilities of the GLCs are:

1. **Act as an advisor for individuals with an interest in becoming a room parent.**
2. **Recruit and confirm room parent assignments.** Make outbound calls to all volunteers to thank them for volunteering and to inform them whether or not they have been assigned to a room parent role. Confirm that each room parent will attend the room parent orientation meeting held during the first week of school.
3. **Act as a liaison** between the room parents in your grade and the room parent co-chairs.
4. **Check in occasionally with room parents** in your grade. Offer companionship and advice. You can encourage participation in Oak Knoll programs.
5. **Play an active role in Teacher Appreciation Week.** Room parent program co-chairs will initiate a meeting in the Spring.
6. **Offer suggestions for improvement** to the room parent program co-chairs throughout the year as you see fit.

GRADE LEVEL COORDINATOR ACTIVITIES

During the school year, GLCs will be held directly responsible for the following specific activities:

Activity	Responsibilities
Room Parent Assignment & Kick-Off	<ul style="list-style-type: none">● Attend room parent assignment meeting to pick-up class lists and room parent volunteers.● Work with partner (if you have one) and assign room parents.● Provide assistance at the room parent training meeting the first week of school.
Ongoing Communications	<ul style="list-style-type: none">● Maintain contact with room parents in your grade (e.g., answering questions, offering support).● Attend mid-year GLC meeting (typically end of March) to discuss and prepare for end of year activities (Teacher Appreciation Week, End of Year Class Contributions to Teachers)
Teacher Appreciation Week	<ul style="list-style-type: none">● Participate in honoring Oak Knoll non-teaching staff with a card and baked good as determined at the mid-year GLC meeting.
End of Year Wrap-Up	<ul style="list-style-type: none">● Respond to survey sent out by room parent co-chairs for program suggestions and improvements