

Room Parent Role

Support & Recognize the Classroom Teacher

Each team of room parents will meet with the teacher at the beginning of the year to discuss how they can best assist the teacher. Room parents will develop a plan for the year that directly addresses the teacher's unique needs and preferences.

- Use ParentSquare to recruit/organize classroom volunteers and field trip chaperones. Coordinate transportation for field trip chaperones and confirm chaperones before each field trip. **(on hold until further notice)**
- Use ParentSquare to recruit/organize volunteers for classroom parties. Oversee party planning per teacher preferences and help with party set up/execution/clean up as necessary. **(on hold until further notice)**
- Assist with classroom-related administrative tasks and ad hoc requests. Help with special projects, respond to requests for supplies, etc.
- Plan/execute activities and/or gifts for Teacher Appreciation Week, teacher birthday, teacher milestones (e.g., marriage, baby, retirement), and end-of-year. Use ParentSquare to communicate the Teacher Appreciation Week schedule and organize volunteers for specific recognition activities. Solicit voluntary donations for end-of-year teacher gift, purchase gift, and present group gift to teacher.

Build Community Among Class Families & Act as an Ambassador of the School

- Organize a class social event. Plan a casual social event with or without students. Choose a park or someone's house for a picnic or potluck. Ideally this event will be in September or October. **(Plan a virtual event via Zoom.)**
- Welcome and orient new families and families that arrive mid-year. Office staff will connect you with new families.

Please note: Specific responsibilities may vary by teacher.