

## **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.
- 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.
- 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 an end-of-year teacher gift, purchase gift, and present group gift to teacher.

### **Build Community & Act as an Ambassador of the School**

- Organize a class social event. Plan a casual social event with or without students. Choose a restaurant, park, or someone's house for an outdoor picnic or potluck. Ideally this event will be in October. Use masks and distancing as necessary.
- Welcome and orient new families and families that arrive mid-year. Office staff will connect you with new families.
- Give a thank you note and gift to one pre-assigned specialist teacher, para-educator, or staff member during Teacher Appreciation Week.

***Please note: Specific responsibilities may vary by teacher.***