

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.

- **Recruit/organize classroom volunteers and field trip chaperones.** Post sign-up forms at Back-to-School Night, schedule parent volunteers, communicate schedule to parents, and remind volunteers before their shifts. Coordinate transportation for field trip chaperones and confirm chaperones before each field trip.
- **Facilitate classroom parties.** Post sign-up forms at Back-to-School Night, organize party volunteers, 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.** Inventory plasticware for classroom parties, help with special projects, respond to requests for supplies, etc.
- **Plan/execute activities and/or gifts for Teacher Appreciation Week, teacher birthday, and end-of-year.** Email parents regarding 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 Ambassador of the School

- **Organize 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.
- **Send outreach emails.** Send one email per week for five weeks to provide information regarding how to get involved, class social event, school programs, etc. Room parent coordinators will provide sample text/template for each email.
- **Welcome and orient families that arrive mid-year.** Office staff will connect you with new families.

Please note: Specific responsibilities may vary by teacher.