

ROOM PARENT ROLE

The primary role of a room parent is to provide support and assistance to the teacher. Each room parent should talk with the teacher about how he/she would like to work with room parents and parent volunteers, and what specific other classroom help they would like. Then, using that information, the room parent can develop a plan for the year that directly addresses the teacher's unique needs and preferences.

The room parents are responsible for:

- Facilitating classroom parties** (planning, communicating with parents, running the events, cleaning-up)
- Coordinating classroom volunteers** (creating sign-up sheets for Back to School Night, creating and maintaining an updated volunteer schedule, communicating the schedule to parents, confirming volunteers before their shifts to ensure full participation)
- Organizing chaperones for field trips** if appropriate (overseeing sign-ups, and confirming volunteers)
- Planning, communicating, and executing teacher appreciation activities** (birthday, teacher appreciation week, end of year gift)
- Helping to ensure clear, timely communication** between the teacher and parents regarding activities, events, and needs in the classroom.
- Assisting with classroom-related administrative tasks**, such as coordinating student book orders or helping with special projects.
- Responding to and/or organizing assistance for ad hoc requests** (e.g., classroom clean-up days, requests for supplies)
- Create Email and Class List for Teacher/Parent and your use.** (Examples will be provided.)
- Make Emergency Phone Tree and Emergency Necklaces** (Examples will be provided.)
- 5th Grade Room Parents only**- be involved in planning the 5th grade send off.