

Room Parent Job Description

Room parents are communicators, transmitting information about school-wide events from the PTO and the administration to the parents in each class. Room parents are helpers, assisting the teachers as called-upon, to coordinate events within each class. They do not need to be on-site for each event, but they would serve as liason with other parents. As would be expected, this role is dynamic and always evolving!

- *Work effectively with your classroom teacher.*
- *Assist in classroom activities or help solicit other parents to do so.*
- *Help build friendly relations among parents in the classroom.*
- *Encourage teacher(s) and parents to develop a "team effort" between home and school.*
- *Interpret and promote the work of the PTO within the school and community.*

Specific Duties

- *Provide teacher with assistance with classroom projects, school events, field trips celebrations, Crawfish Boil, etc.*
- *Set up an e-mail distribution for advising parents of school or class activities.*
- *Coordinate with parents for a small token (cards, gift card, etc.) around the holidays and for teacher appreciation.*
- *Coordinating teacher appreciation activities for Teacher Appreciation Day.*
- *Make every effort to attend PTO meetings and share meeting information with parents.*
- *Involve as many parents as possible in class activities.*
- *Acknowledge volunteers with thank you letters or notes.*
- *Work with the Room Parent Coordinator (PTO Board Member)*

Contact: *Sr. Lou Ann to volunteer for this position.*

THE JOB BEGINS AND ENDS WITH COMMUNICATION!