

Room Parent Volunteer

Responsibilities: Room Parents serve as the critical liaison between the teacher and class parents. A Room Parent facilitates communication between class parents and the teacher, school administration and/or PTO and supports the teacher in needs that may arise. This facilitation can include planning class parties and events, coordinating volunteer schedules, allocating classroom funds appropriately, organizing teacher gifts, and communicating about classroom and school wide events and needs. The responsibilities vary from grade to grade.

- Meet with the teacher to discuss the role he or she would like the room parent to play.
- Compose a letter to the classroom parents to introduce yourself and gather email addresses.
- Create a volunteer sign up for classroom events.
- Attend or assign a designee to attend all classroom events.
- Disseminate classroom and school wide volunteer needs via email.

You will be invited to a Room Parent Orientation by Kim Laufer, the Room Parent Coordinator, in early September. At the orientation you will be given your classroom funds and guidelines.