

Room Parent Volunteers

*Please read if you are considering volunteering to be a Room Parent.

The role of Room Parent affords the parent the opportunity to assist their child's teacher in many ways. The duties encompassed in this role **vary** from teacher to teacher and grade to grade, but the usual responsibilities are listed below. This information was gathered from a survey sent out to our teaching staff.

Only one or two parents will be selected as Head Room Parent(s) by the teacher. A sign-up sheet will be available in your child's classroom during Back-to-School night. From this list of interested parents, the teacher will make his/her selection.

Before volunteering, please examine your schedule to be certain that you can commit the time (usually 2-4 hours/month) necessary to facilitate/coordinate your child's classroom activities. Enthusiasm and a willingness to assist our teaching staff are critical to making the school year successful for all involved. Our specialists (i.e. music, art, speech) need room parent support too! Please contact me directly if you would like to volunteer to help in this area. This is a perfect job if you would like to be involved but do not have quite as much time to give.

There will be a room parent meeting in October to go over responsibilities and provide any additional information. Should you have any questions do not hesitate to contact me at kulamel@aol.com. I look forward to working with you on school-wide projects throughout the year and wish you and your children a rewarding year of learning!

Melanie McKula
PTA Room Parent Coordinator

Room Parent Responsibilities

Functions for All Room Parents

1. Plan and coordinate class parties and other celebrations.
2. Coordinate cafeteria volunteers during your classroom's assigned week(s).
3. Act as parent liaison for PTA (coordinate volunteers for PTA events).
4. Communicate information from classroom teacher to parents when needed (via phone, flyer, or e-mail).
5. Coordinate volunteers for classroom and school activities (e.g. Field Day, Care lessons, service projects, art projects).
6. Coordinate classroom technology volunteers for curriculum-based technology projects.
7. Provide the grade level website liaison with information on classroom activities and pictures for posting on the school website.
8. Provide all around support and assistance to classroom teacher.

Potential Additional Functions (at the discretion of the teacher)

1. Schedule classroom volunteers (i.e. editing, reading, filing Tuesday folders).
2. Help publish classroom newsletter.
3. Help maintain classroom web page.
4. Publish weekly e-mail to parents with classroom reminders.
5. Aide in activities that support the curriculum (i.e. running the classroom "store" during an economics unit, small group work, etc.)