

ROOM PARENT PROGRAM ROLES

LEAD ROOM PARENT

There will be one lead room parent for each classroom who:

1. Acts as the primary point of contact for communications with the teacher, the Grade Level Coordinators and the Room Parent Program Co-Chairs. This means they will be responsible for receiving and sharing communications in a timely manner with the Room Parent Team and the classroom parents, as appropriate
2. Manages the division of responsibilities among the Room Parents
3. Plays a central role making sure ad hoc requests are delegated and/or fulfilled as they arise throughout the year

ROOM PARENT

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

As a team, the Room Parents are responsible for:

1. **Coordinating classroom volunteers** (posting sign-up forms at Back to School Night, helping scheduling parent volunteers, communicating the schedule to parent volunteers, confirming volunteers before their shifts to ensure full participation)
2. **Facilitating classroom parties** (posting sign up forms at BTSN, overseeing sign ups, scheduling parent volunteers, communicating with parent volunteers, running the events, cleaning-up)
3. **Organizing chaperones for field trips** (posting volunteer sign up forms at BTSN, overseeing sign-ups, scheduling and confirming parent volunteers, coordinating chaperone transportation)
4. **Planning, communicating, and acting on teacher appreciation activities** (birthday, Teacher Appreciation Week, end of year gift)
5. **Helping to ensure clear, timely communication** between the teacher and parents regarding activities, events, and needs in the classroom
6. **Assisting with classroom-related administrative tasks**, such as, verifying reusable plastic ware inventory, coordinating student book orders, helping with

special projects

7. **Responding to and/or organizing assistance for ad hoc requests** such as classroom clean-up days and requests for supplies

Please note: Exact responsibilities may vary by teacher.