

## GRADE LEVEL COORDINATOR ROLE

Grade level coordinators play an important role in ensuring the continued success of the room parent program and facilitating good communication within each grade at Oak Knoll.

The *general* responsibilities of the grade level coordinators are to:

- **Act as a liaison and ambassador for all individuals with an interest in becoming a room parent.** Manage any issues or conflicts with tact and diplomacy.
- **Recruit room parents as needed.** For kindergarten, attend welcome events to get-to-know and recruit room parents as necessary.
- **Confirm room parent assignments.** Make outbound calls to all volunteers to thank them for volunteering and to inform them whether or not they have been assigned to a room parent role.
- **Identify one lead room parent for each classroom** in your grade. The lead should be the room parent with the strongest organization, communication, diplomacy skills. Lead room parents should also have initiative and the willingness to take on additional responsibility.
- **Make sure all lead room parents have information they need to educate parents about emergency preparedness kits** for the classrooms in your grade level.
- **Act as a liaison between the room parents in your grade and the PTO, school administration, and others** on an as needed basis.
- **Maintain monthly contact with the room parents in your grade** (offering advice, reminding them of upcoming events, etc.) throughout the year
- **Encourage participation in Oak Knoll programs** and solicit room parent support in doing the same (PTO general meetings, family events, etc.).
- **Organize one grade level social function during the year.**
- **Assist teachers in organizing the year-end grade level event.**
- **Monitor the workload of your team of room parents.**
- **Offer suggestions for improvement to the room parent program coordinators** throughout the year (as well as during our year-end wrap up).

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During the school year, grade level coordinators will be held directly accountable for the following *specific* activities:

| Activity                          | Responsibilities   |
|-----------------------------------|--|
| Room Parent Assignment & Kick-Off | <ul style="list-style-type: none"> <li>• Attend room parent assignment/notification meeting</li> <li>• Make sure all room parents are assigned for your grade within 48 hours of the meeting</li> <li>• Identify qualified leads for each class in your grade</li> <li>• Provide assistance at the Room Parent Welcome meeting the first week of school</li> </ul>   |
| Back to School Night Preparation  | <ul style="list-style-type: none"> <li>• Follow up to be sure all room parents have held an initial meeting with their teacher in advance of BTSN and have effectively divided up responsibilities</li> <li>• Communicate with lead room parents in your grade to be sure they have all their questions addressed and are prepared for Back to School Night, <b>including their role in educating parents about the emergency preparedness kits</b></li> <li>• Make sure that all lead room parents for your grade submit sign-up forms for centralized programs (playground, library, etc.) by the due date following BTSN</li> </ul> |
| Grade Level Event                 | <ul style="list-style-type: none"> <li>• Plan, schedule, and execute grade level party</li> <li>• Submit expenses for reimbursement (not to exceed \$200)</li> </ul>   |
| Ongoing Communications            | <ul style="list-style-type: none"> <li>• Maintain regular contact with room parents in your grade (e.g., answering questions, providing support)</li> </ul>  |
| End of Year Grade Level Party     | <ul style="list-style-type: none"> <li>• Coordinate with teachers in your grade to plan, schedule and execute the year-end grade level party (e.g., field day) as requested by teachers</li> <li>• Coordinate with lead room parents and delegate responsibility for major portions of the work to each class.</li> </ul>  |
| End of Year Wrap-Up               | <ul style="list-style-type: none"> <li>• Respond to survey sent out by Room Parent Coordinators for program suggestions and improvements</li> <li>• Reply to request(s) for best practices regarding the grade level social events and/or activities room parents executed in your grade level</li> </ul>  |