ROOM PARENT PROGRAM ROLES

GRADE LEVEL COORDINATOR

The GLC's main job is to recruit and confirm room parents before school starts and to support room parents throughout the year. They will be checking in with the room parent teams to make sure everything is running smoothly. They can answer questions and give great advice along the way.

They will also be arranging for your grade level social event during the year and coordinating year-end field day activities with the grade level teachers in June.

ROOM PARENTS

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:

- **Coordinating classroom volunteers** (creating sign-up sheets for Back to School Night, helping facilitate a schedule, communicating the schedule to parents, confirming volunteers before their shifts to ensure full participation)
- **Facilitating classroom parties** (planning, communicating with parents, running the events, cleaning-up)
- **Organizing chaperones for field trips** (overseeing sign-ups, confirming volunteers, coordinating chaperone transportation)
- **Planning, communicating, and acting on teacher appreciation activities** (birthday, teacher appreciation week, end of year gift)
- **Helping to ensure clear, timely communication** between the teacher and parents regarding activities, events, and needs in the classroom
- **Assisting with classroom-related administrative tasks**, such as coordinating student book orders or helping with special projects
- **Responding to and/or organizing assistance for ad hoc requests** such as classroom clean-up days and requests for supplies
- **Providing the teacher with an Oak Knoll yearbook** at the end of the school year

  Please note: Specific responsibilities may vary by teacher.

LEAD ROOM PARENT

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

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- Acts as the primary point of contact for communications for 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
- Manages the division of responsibilities among the room parents
- Plays a central role making sure ad hoc requests are delegated and/or fulfilled as they arise throughout the year