

## Room Parent Description

Room Parents are a vital resource that serves as a liaison between the Parent-Teacher Group (PTG) and the parents and teachers of each classroom.

Ideally, each classroom will have two Room Parents to coordinate communication and activities.

Duties include:

- At least one of the two Room Parents attend the monthly PTG meeting and communicate relevant information to the classroom parents after the meeting.
- Coordinate fundraiser/supply “asks” as they arise (Ex. Basket for ETF Fundraiser, classroom needs a new soccer ball, etc.)
- Coordinate class parties/events with the homeroom teacher (as necessary).
- Coordinate classroom Teacher Appreciation Week activities (and teacher birthday recognition).
- Promote fundraisers for parents and actively participate in them when able.
- Be able to answer basic questions about PTG events and fundraising or direct parents to the correct contact.
- Encourage parents to attend PTG events, outside of the classroom.
- Send a welcome email to parents at the beginning of the year introducing yourself and sharing information on upcoming tasks/events/etc.

Additional Middle School Responsibilities:

- Coordinate 8<sup>th</sup> Grade End of Year Celebrations, such as t-shirts, photos, end of year picnic, etc. (8A and 8B with 7A/7B responsible for Graduation reception)
- Coordinate Middle School only events (ex. dances, bowling night, etc.)

The following activities have been identified (so far) by grade:

*Kindergarten*

Occasional sign-up genius forms for other events and supplies

*1st Grade*

Thanksgiving Fruit Feast, Christmas Party, Valentine's Day Party,  
occasional sign-up genius forms for other events and supplies

*2nd Grade*

Parties and special events, occasional sign-up genius forms for other events  
and supplies

*3rd Grade*

Halloween activities, Christmas activities, End of Year Activities,  
occasional sign-up genius forms for other events and supplies

*4th Grade*

Assistance with the 4th grade play, occasional sign-up genius forms for  
other events and supplies

*5th Grade*

Occasional sign-up genius forms for other events and supplies

*6th Grade*

Occasional sign-up genius forms for other events and supplies

*7th Grade*

Assistance with the Howell Field Trip, Assistance with 8th grade  
graduation activities, occasional sign-up genius forms for other events  
and supplies

*8th Grade*

Assistance with the Howell Field Trip, DC Trip, T-shirts, other  
graduation activities, occasional sign-up genius forms for other  
events and supplies