



## Room Parent Job Description Barnard Elementary

### Overview

Each classroom at Barnard has at least one volunteer room parent, who is responsible for facilitating communication among the teacher, the parents in the class, and the PTA; coordinating volunteers and class events; and assisting the teacher as needed. The room parents are selected by teachers each year. Co-room parenting is encouraged to help share the workload.

### Job duties

The following is a list of room parent responsibilities. It is not up to the room parents to complete everything themselves, but they should recruit volunteers to complete the tasks as appropriate.

- Attend periodic **room parent meetings**. These meetings will be announced in advance and are typically held at school after drop-off.
- Regularly **communicate with the parents** in the class (typically via Shutterfly or email); distribute calendar and event information; remind them of upcoming events; relay information from the school administration, teachers, and the PTA.
- **Recruit and coordinate volunteers** for class, school-wide, and community events, such as field trips, Jog-a-thon, Book fair, Chinese New Year festival, art night, writers night, science night, and more.
- For the school's **Chinese New Year festival** (Jan/Feb), each class will need to arrange and staff one booth for the community festival. This includes procuring supplies and arranging appropriate volunteer coverage for the full day of the event. The PTA will provide guidance and support.
- Oversee the creation of the **class art project for spring auction**. It is customary for every student to take part in this project. The PTA will provide guidance and support prior to the event.
- **Facilitate art in the classroom** during teacher development days by finding volunteers, coordinating times with the teacher, sourcing supplies from the PTA, and using the Arts Attack instructional resources.
- **Collect photos** of the class from classroom events and from everyday life at school. Room parents will be asked to share classroom photos for the yearbook in the spring and may be asked to create the classrooms' candid yearbook page.

- **Support the teacher in-class** as needed. Many teachers request volunteers to help with administrative work or to assist in small groups or centers. The room parents do not need to do this themselves; they can create a sign-up sheet to solicit participation from other parents in the class. Final selection of the parents is up to the teacher.
- Support the teacher in arranging **classroom parties**. Typically these include winter holiday, Valentine's Day, and end-of-year parties.
- Arrange the **kinder and 5th grade promotion** ceremonies and receptions (as applicable).
- **Coordinate class gifts** for teachers as agreed upon by the class. Typical occasions include winter holidays and end of the school year. It must be made clear to all parents that contributing to a class gift is optional.

Some room parents find it helpful to create a Shutterfly site to manage all of the above duties.

The Barnard PTA Board can provide guidance and support for all of these items. Please connect with a PTA Board member any time if you need help.

#### **Other requirements**

- All classroom volunteers and field trip chaperones, including room parents, are required to clear the school's volunteer application process. This requires proof of negative TB test (good for four years) or the completion of the TB risk assessment form (good for one year), plus the completion of a volunteer application from the front office (good for one year).