



Room Parent Responsibilities 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. Room parents are selected by teachers each year. More than one room parent can be selected per classroom at the teacher's discretion.

Job duties

The following is a list of room parent responsibilities. It is not up to the room parents to complete everything themselves; they can 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); include teachers in all communications; distribute calendar and event information; remind parents of upcoming events; relay information from the school administration, teachers, and the PTA. The PTA will often provide standardized text to be disseminated.
- **Recruit and coordinate volunteers** for class, school-wide, and community events, such as Jog-a-thon, Book fair, Chinese New Year festival, art night, writers night, science night, and more. Events are subject to change.
- For the school's **Chinese New Year festival** (Jan/Feb), each classroom pair 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 a **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 (PLC) days by finding volunteers, coordinating times with the teacher, sourcing supplies from the PTA's art closet, and using the Arts Attack instructional resources. The Arts Attack lessons and supplies are not to be used for any other projects at the school. PLC dates are subject to change.

- **Collect photos** of students 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**, if asked. Typically these include (but are not limited to) winter holiday, Valentine's Day, and end-of-year parties. Per District health and wellness policy, all food items need to be approved in advance by the front office.
- Arrange the **kindergarten 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.
- Inform parents that they need to be **approved as volunteers** by the front office before they are allowed to volunteer in the classroom and/or attend field trips.

Some room parents find it helpful to create a Shutterfly site to manage all of the above duties. Teachers need to be included in the Shutterfly site and included in all class communications.

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).