

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 and the parents in the class; 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.

- o **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.
- o Inform parents that they need to be **approved as volunteers** by the front office (see Other Requirements below) before they are allowed to volunteer in the classroom and/or attend field trips.
- o Regularly **communicate with the parents** in the class (using method selected by teacher - typically email); include teachers in all communications; distribute calendar and event information; remind parents of upcoming events;
- o **Recruit and coordinate volunteers** for class, school-wide, and community events, such as Jog-a-thon, Book fair, Chinese New Year festival, art night, writer's night, science night, and more. Events are subject to change.
- o For the school's **Chinese New Year festival** (Jan 28th), each classroom's room parent(s) 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.
- o If a Spring Gala is planned, the Room Parent(s) will 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.
- o **Collect photos** of students from classroom events and from everyday life at school. (Please ask your teacher about any students without a photo release and do not photograph these students). Room parents will be asked to share classroom photos for the yearbook in the spring and may be asked to create the classroom's candid yearbook page.
- o 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.

- o Arrange the **kindergarten and 5th grade promotion** ceremonies and receptions (as applicable).
- o **Coordinate class gifts** for teachers as agreed upon by the class. Typical occasions include winter holidays and at the end of the school year. It must be made clear to all parents that contributing to a class gift is optional.

Additional Notes

There are other ways that a room parent can foster community in their class, such as class playdates/get togethers off campus after school hours. If you have the initiative please go for it, but please remember that this is optional and to include all members of your classroom.

Another way that parents want to help is by purchasing from a teacher's "wish list". Please remind parents that the PTA provides a stipend for teachers and front office to use on classroom supplies and that these stipends should be used first before parents are asked to contribute.

Other requirements

- o All classroom volunteers and field trip chaperones, including room parents, are required to clear the Districts volunteer application process. This requires proof of COVID vaccine and a 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).