PTC Room Parent Liaison

The PTC room parent(s) role can vary widely depending on the wants/needs of the classroom teacher. The PTC envisions the room parent being a “liaison” between the classroom teacher and the parents for general communication and information from PTC and how to get involved. Here are examples of room parent responsibilities and how important it is to partner with PTC:

1. Maintain an email distribution list for the classroom. Original email lists will be provided by the PTC or teacher, but it might be necessary to reach out to new families to get contact information as necessary.
2. Forward class-wide announcement/newsletters from the teacher to all classroom parents if applicable.
3. Forward class-wide announcement/newsletters from the PTC to all classroom parents.
4. Set-up/maintain class sign-ups for in class volunteer opportunities and classroom wish lists as requested by the teacher or for school wide events. All classroom volunteer opportunities can be created on signupgenius.com or any other sign-up the teacher prefers.

The primary goal of the PTC parent liaison is to provide organizational assistance to the teacher for classroom/volunteer needs, so the teacher can focus on the classroom. The liaison is not expected to be at the school for every event or do all the work. Often, many of the room parent tasks can be completed at home during evening and weekend times and shared by several parents in the classroom. We do envision one parent from each grade level or room comes to each PTC meeting to take notes and distribute information accordingly.

If you have additional questions, thoughts and want to just learn more…email us at stoneridgeptc1@gmail.com.

Thank you,
Stoneridge PTC Crew