

2020-2021 Westlake Elementary School
Room Parent Role/Description

Room Parent (1-3 needed per class, jobs can be divided amongst Room parents)

- Qualities: communicative, organized, empathetic, receptive and committed to diverse parent/student/teacher needs; accessible online/by phone
- Time: 2-4 hours per month depending on classroom needs
- Sign up in Konstella or email westlake.ptapresident@gmail.com

Room Parent Responsibilities:

- Parent-Teacher Communication
 - Works with teacher(s) and parents/guardians to facilitate stronger family-school partnerships for a classroom or grade level
 - Encourages easy, two-way communication between teacher(s) and parents on what's happening in the classroom to support student success
 - Maintains awareness of and shares information about learning and social opportunities and is inclusive of all students in the classroom
 - Route primary class communication through Konstella, if possible
- Parent Volunteer Recruitment and Facilitation
 - Collaborates with the teachers to identify how parents can assist them
 - Facilitates community building at the classroom level
 - Coordinates with Art Parent and Yearbook Parent on projects
 - Could organize simple social events/ways to connect parents and students
- Coordination and Alignment
 - Passes along communications from Room Parent Coordinator to all the parents on upcoming activities
 - Communicates and collaborates with the Room Parent Coordinator
- PTA Liaison
 - Recommended (but not required!) to attend PTA General Meetings 1 x month
 - Help to promote PTA goals, membership and community activities and fundraisers
 - Assist teacher and the PTA in promoting classroom/school events to classroom families via email and/or sign up sheets
 - Pass along to families important updates coming out of the General PTA Meetings

Room Parent Coordinator (Zoe Elizabeth in 2020-21)

- Works with the PTA president, principal, school counselor, and teachers to coordinate all Room Parents to build stronger family-school partnerships to support student success
- Works with Room Parents and school counselor to create a culture of community, inclusivity, and equity with particular attention to challenges imposed by Covid-19 and distance learning.

- Supports the Room Parents
- Coordinates with Room Parents to gather information about family experiences and to receive input on how room parents and the PTA can best support the needs of the school community.
- Recruits more Room Parents for classrooms in need
- Compiles all the Room Parent names/contact in a document to share with the PTA
- Oversees the recruitment and training for parent volunteers as Room Parents for a classroom or grade level- with an emphasis on Providing resources and guidance to ensure Room Parents communicate in ways that support equity and inclusiveness across the school community.
- Seeks assistance from the Communications Committee for Room Parent hand-outs and guidelines
- Attends General PTA Meetings (1 x month)
- Communicates via email/phone to all the Room Parents for alignment and best practices on outreach, upcoming activities, and important updates coming out of the General PTA Meetings
- Offers to hold Room Parent check-ins by grade level as needed
- Is active and supportive on the Westlake Facebook Community & Connections group
- Works with teachers and parents to identify key student, parent, teacher community needs that room parents can support
- Time: approximately 5 hours a week

Distance Learning School Mode, Suggested Roles of the Classroom Volunteers

- Support community building during distance learning
 - Examples: introduction Zoom between parents
 - One-on-one communication with each parent throughout the year
 - Creative ways to for Covid-safe connections between students
- Coordination of connecting parents with voluntary parenting resources (e.g. connecting parents with other parents offering tech-support help, inviting all class parents to a book club)

Please Sign up in Konstella or contact the Room Parent Coordinator. Zoe Elizabeth: zoelisbeth@gmail.com). You will be invited to a meet&greet with Zoe to learn more about how you can have a fun year as your child's Room Parent.