



Room Parent Description

Room Parents are responsible for lending and/or coordinating assistance for the class/in the classroom, **as determined by the classroom teacher**, and are an important communications link between the PTO and the parents in your classroom.

The PTO works to have a Room Parent/(s) for each classroom. This parent/(s) will be a liaison between PTO, the classroom teacher, and the parents/guardians.

The Room Parent/(s) is not required to complete all tasks that may need attention/assistance but instead is responsible for coordinating the efforts to have other parents help.

Specific Duties

- Provide teacher with assistance on classroom projects (as needed or ongoing)
- Coordinate class activities during Halloween and Valentine's Day parties
- Coordinate Winter (December) and End of Year (May) gifts for teachers
- Communicate and/or coordinate class teacher appreciation activities for Teacher Appreciation Week
- Share PTO information with parents as needed/requested. *****May include class coordination projects for certain all-school activities, i.e., spirit days, fundraising posters, etc.*****
- Involve and inform other parents in class activities
- Provide feedback to PTO and work with the PTO Room Parent Coordinator
- Follow Sandburg PTO Communication Guidelines when communicating with parents and using Membership Toolkit.
- It is beneficial if you can attend PTO meetings.

You are not solely responsible for all the above!

This list may seem like a lot – but you do not need to do it all yourself! The trick to being a Room Parent is to share the workload and get lots of help! Most parents WANT to help in their child's class and just by asking, you will see the community respond!

You can help make it easy for parents to pitch in by breaking up big jobs into small tasks and using online signup sheets so parents can choose where and when to help.

Several classes have (2) Room Parents who work out a system to split duties. One may take charge of communications with families and the other may organize the class parties. You can organize it however works for both of you and the teacher!

We are here to help!

We have a Room Parent Coordinator who is here to answer questions and update you on upcoming events. This person will serve in a Communications Role from the PTO to all Room Parents. Amy Nelson (amy.jill.miller@gmail.com) will be your 2023/2024 Room Parent Coordinator. You can also email the PTO board at: sandburgpto@gmail.com and ask any questions! We will also host a Room Parent Meeting after Back-to-School Night to further discuss this role and how we can all assist each other!