

Room Parents Job Description

The primary responsibility for a Room Parent is to support Esperanza by serving as a liaison between both your teachers and the families.

The support for your teachers comes in the form:

- Assisting in influencing as many parents as possible to participate in upcoming events;
 - Communication may come in the form of:
 - Emails
 - Phone calls
 - Handouts
 - Classroom bulletin boards
 - Sharing articles per classroom
- Bring a special item for a project for example:
 - Milk jugs for Easter basket
 - Family Pictures
- Celebrating special occasions that honor your teacher
 - Teacher's Birthday
 - Teacher Appreciation Week
- Welcoming new families into the classroom
- If you wish to do a special project for your child's classroom, you may collect pictures of the different events for your families and teacher.

Keep in mind that no parent is required to participate and that this is perfectly okay!

1. First, inquire as to what the request is under the complaint. Understand a parent may feel very emotional about the issue, but we must take the feelings out in order to understand the real request or concern.
2. Figure out who to direct this inquiry/issue to, Angela Cofer: Outside physical environment, Valerie Hoelscher/Alexandra Couvaras for all other concerns or issue or requests.
3. Go to the correct source to figure out the course of action, i.e. email, telephone conversation or school conference.

What makes this voluntary position so special is that you are “in the know” from both sides and you must be able to handle the responsibility of “being in the middle”. We must never take sides but collect information. Please know that we have a great team to handle all kinds of conflict or concerns so that you won't be responsible for the outcomes. You are responsible for being the voice between the two parties and making communication is as accurate as you can.

Be **BOLDER** than other parents and ask the questions that need to be asked.