

Room Parent Volunteer Responsibilities

The following is a general description of your responsibilities as room parent in your child's classroom at La Jolla Elementary. You are the liaison between your teacher and all of the families in your child's class. You are also a liaison between your class and the La Jolla Elementary School PTO, Friends and school administration. As a room parent, you are responsible for knowing school policies and procedures as they relate to classroom parties, parent participation, volunteering, and gift-giving.

Each grade and each teacher are unique and your duties will be determined in more detail once you have met with your teacher.

A. TUBERCULOSIS (TB) CLEARANCE. Every volunteer at school must have a tuberculosis (TB) clearance on file at your school. This means that you must take a TB skin test at a medical facility and bring proof of a negative result back to your school. You may also have the screening completed by the school nurse, who is on campus Mondays and Tuesdays. You must turn in the test results and the volunteer application to your school in order to volunteer at your school. Your results are good for 4 years.

B. COMMUNICATION & YOUR TEACHER:

- a. Meet with your teacher as soon as possible to discuss the teacher's and your expectations. Be willing to help organize volunteers, classroom parties, field trips, special classroom projects, photo days, count Disaster Comfort Kits, support PTO-sponsored activities, etc.
- b. Create a class list of names, addresses, phone numbers and e-mail addresses, with information and permission provided by each family in your class. Distribute this list to each family and the teacher.
- c. Communicate with your teacher regularly and with parents via e-mail, phone or flyers/letters sent home. Each teacher will request different amounts and types of communication from their room parents.
- d. Create a "wish list" if desired, after discussion with your teacher. This is optional, and may be done if your teacher has particular classroom supplies or instructional aids that she would like for her class, for those parents who wish to do/give something more.

C. CLASSROOM PARTIES:

- a. Discuss parties with your teacher. Dates, times, themes, special requests. Arrange for other parent volunteers and sign-ups to bring various items (food, drinks, games). Support your teacher's wishes and preferences. Whether e-mail or sent-home papers, be sure to include the five "W's": who, what, when, where, why. If you need to collect

money or treats for class functions, the room parent may send home a teacher-approved note to the parents requesting the contribution needed.

- b. **Candy / Soda:** Students are not allowed to eat candy or drink soda at school, as stated in the school handbook. However, this policy does not prohibit take-home goody/treat bags for special occasions.
- c. **Collections and Gift-giving:** If you are collecting for a teacher gift, be sure to follow school gift-giving guidelines.

D. SCHOOL EVENTS:

- a. **Teacher Appreciation Day.** This is a nation-wide week to celebrate and appreciate our teachers. It will be held May 7-11, 2018.
- b. **Support PTO and Friends events at school.** See calendar of events at ljes.org. Encourage parents & families in your classroom to participate. Most school events are free, but may request a small contribution of time or treats from parents.
- c. **Project Volunteers:** Each classroom is responsible to provide a volunteer for the following positions. If there is no specific volunteer, the Room Parent will either fill the role or work to find a parent to help out.
 - i. **Annual Gala Art Project and Basket Coordinator** – Each class creates a project to be sold at the auction fundraiser. The annual Gala is a dinner & auction fundraising event sponsored by Friends (April 21st, 2018).
 - ii. **Amigos Fiesta** – Social event sponsored by PTO; requests each classroom to provide volunteers to run a game or activity booth.
 - iii. **Class Garden Coordinator** – Your teacher may need a parent to help with your class' garden.
 - iv. **Photographer**--Takes class photos throughout the year at various events, to be shared with the class via Shutterfly or Google Drive. Also responsible for submitting to the yearbook, Tidings and The La Jolla Light on occasion.
 - v. **Art Class Helper**--Helps Ms. Devine during three separate six-week art class rotations, once a week for about an hour. No art experience necessary. This can be a shared position.
 - vi. **Art Show Coordinator**--A fun job choosing (1 hour), matting (2 hours), and setting up class display of artwork (1 hour) for annual art show, to be held March 12th through the 23rd, 2018.

E. SCHOOL & CLASSROOM VISITS:

- a. Sign in at the front office and wear a name badge every time you are on school campus. Be sure to record your hours as well.
- b. All volunteers must have a TB clearance on file at school.

2017-2018 VP of Room Parents, LJES PTO:

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