

*Support*

*Cooperation*

*Communication*

*Educational Enrichment*

Sheridan

School

**APT BOARD JOB DESCRIPTION**

##### POSITION: ROOM PARENT COORDINATORS

**PRIMARY RESPONSIBILITIES:**

* Must be available late summer (typically the week prior to the beginning of school) to get class lists from APT President or school office.
* Fill at least two Room Parent positions for each classroom with the help of the Parent Volunteer forms. Choices should be made in an objective and equitable manner. Criteria should include but not be limited to: previous role as Sheridan Room Parent (preference should be given to those who have not had the opportunity), “wait listed” parents from previous years, choice of one girl’s parent and one boy’s parent per classroom, etc. Confirm all choices with APT President and Principal before final confirmation is sent.
* Create a contact list of all class room parents with name, email and cell phone; Distribute to the APT President, the Sheridan office, Communications Coordinator and Principal.
* Update Room Parent Handbook describing responsibilities each year (procuring classroom volunteers, organizing classroom parties, etc.).
* We have either distributed a folder to each room parent consisting of at least: Room Parent contact list, Room Parent Handbook, Class lists (get from the office), Tax Exempt Form, Samples of Sign-Up Forms for Curriculum Night. However, these materials can also be emailed to each room parent.
* Hold Room Parent training in person or via email once room parents are selected. Field any questions from room parents.
* Inform Room Parents of their responsibility to acquire volunteers for all events the teacher requests; many volunteers are obtained at Curriculum Night but some classes have created an electronic volunteer sign-up. Also obtain ad-hoc volunteers and chaperones as needed throughout the year.
* **If needed, coordinate volunteers for picture day and picture retake day. (Check with principal.)**
* Classroom room parents are responsible for confirming at least one volunteer from their class to take photos and design their class Yearbook page; if a volunteer is not chosen, the Room Parents for that class will be responsible for taking photos and creating the page. All Yearbook volunteer names and contact info should be distributed to the Yearbook committee.

**GENERAL RESPONSIBILITIES:**

* Attend all Sheridan APT Board meetings and functions.
* Prepare and report committee highlights at monthly Sheridan APT meetings.
* Manage expenses to APT budget.
* Submit committee expense report to Treasurer within 10 days of date of expense or event.
* Email monthly committee highlights to APT Secretary by assigned deadline for use at APT Exec meetings and Sheridan APT meetings.
* Assist other Board Members as requested.
* Prepare End-Of-Year-Report, update job description and review & transition with incoming replacement(s)
* Communicate regularly with respective Executive APT Board Representative.
* Maintain membership in District 67 APT.