

SHERIDAN SCHOOL



*Support
Cooperation
Communication
Educational Enrichment*

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 District office.
- Fill 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.
- Keep records of those who apply for Room Parents. Write/email thank you notes to those who are not chosen and encourage them to apply again for the next year.
- Update Room Parent Handbook describing responsibilities (procuring classroom volunteers, organizing classroom parties, etc.).
- Hold Room Parent training in August/September.
- Inform Room Parents of their responsibility to acquire volunteers (coffee, e-mail, backpack, etc.).
- Work alongside Time Zone Committee to acquire parent volunteers
- Help 4th grade room parents form committee of 4th grade parents to organize and implement the 4th grade celebration. RPCs only help to form the committee; they are not a part of the process.
- Encourage classroom celebration snack safety at all times.

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.
- Assist other Board Members as requested.
- Prepare End-Of-Year-Report and review with incoming replacement(s).
- Maintain membership in District 67 APT.