**Oak Hills Room Parent Job Description**

* Meet with your teacher to discuss the expectations of being their room parent
* Maintain up-to-date communication between teacher/parents/PTA
  + Use blind-copied emails (Bcc) to maintain privacy
* Record ALL volunteer hours (at home too!) and encourage parents to do the same!
* Introduce yourself to class parents, provide your contact information, collect roster info
  + See the included sample: “Introductory Room Parent Letter for Your Class Roster”
* Create a class roster including parent(s) email addresses, cell# and any allergies
  + Update the roster as needed throughout the year
  + Refer to the **allergy** list when organizing classroom parties
* Coordinate parent volunteers if requested by your teacher
* Distribute teacher’s WISH LIST periodically as needed
* Take fun pictures of your classroom every month and submit them for the Yearbook
* Collect items/monies from Parents when needed for class party/teacher gifts
  + **Get approval of your correspondence** (letter or email) first by giving a copy to Sandy in the office. She will pass it on to Mrs. Maxwell for her review and signature. It may take a few days, so allow enough time (sample letter included in this packet)
  + Organize 2 classroom parties requested by your teacher
  + Due to the Newhall school districts’ new strict food policy, **please talk to your teacher before organizing ANY food for the classroom**.
  + You may choose to collect items/monies for class gifts for the teacher *e.g*. birthday/holiday. Please see sample letter, included in this packet.
  + **All children must be included in class gifts, regardless of donation. This must also be clearly stated on all donation requests**.
* Assist PTA with Teacher/Staff Appreciation Week activities
* Attend PTA Association Meetings – first Wednesday of each month 8am in the MPR
* Refer others to our website and Facebook page: http://www.oakhillspta.com