



TCS School Room Parent Description 2023-2024

Responsibilities:

- Model and promote the schools' and volunteer code of conduct
- Meet with your teacher to discuss expectations of your role/involvement throughout the school year as their support
- Manage the class directory and class communication with the parents
- Volunteer your time to participate in classroom events
- Enlist parent support for special events in the classroom and/or schoolwide
- Utilize the funds collected by the PTO to purchase Christmas, birthday and end of the year/teacher appreciation gifts for the teacher(s)
- Monthly communication on upcoming class events in a timely manner to ensure parents have opportunities to be well-informed and involved
- Utilize relationships with parents to connect families to activities and volunteer opportunities throughout the year
- Organize class parties (Thanksgiving, Christmas, 100th Day of School, Valentine's Day, any other classroom parties/events)
- Create WhatsApp group for parents to be able to communicate throughout the year (optional)
- Attend all PTO meetings (below) to have a comprehensive understanding of all upcoming events.

PTO Meetings: Breakfast 8:30am followed by meeting 9am-10am

- 9/12/23
- 11/14/23
- 1/30/24
- 4/30/24

Skills utilized:

- Good communication skills, both verbally and electronically. Specifically using Google workplace i.e. shared drives, shared documents.
- Organizational skills to ensure all communication is being shared with parents in a timely manner
- Ability to create and manage sign ups

Time commitment: 8 hours or less per month, plus PTO meetings (4 hours for school year)

Resources: Your classroom teacher and Room Parent Coordinators will be available to support you. Please Email, Text or Call coordinators:

- **Elementary and Middle School:** Alaina Witherell: 561-662-2363 | AlainaWitherell@gmail.com
- **Pre-School:** Lauren Pavlik: 561-308-8635 | lpavlik143@gmail.com