

# Parent Council Room Representative Guidelines

## Key Role -

- Works with teacher(s) and parents/guardians, as a parent contact and liaison, to build stronger family-school partnerships for a classroom
- Encourages easy, two-way communication between teacher(s) and parents on what's happening in the classroom to support the children and teachers
- Collaborates with the teacher(s) to identify how parents can assist with classroom activities
- Recruits parent volunteers and delegates volunteer assignments for a classroom
- Helps to promote Parent Council goals, membership and activities at Center(s)

## Getting Started -

- Preparation - Learn more about your role and school policies related to parent involvement at a meeting organized by the Room Representative Coordinator
- Meet with Teacher(s) - Get together with the teacher(s) to talk about the various ways and options available for parents to assist with classroom activities, field trips and celebrations for the upcoming year
- Develop a list together of volunteer opportunities to share with parents
- Ask parents to join the Parent Council (Different than having the teachers remind)

## How-Tos -

- Contacts - Become familiar with ParentSquare and how to send communications
- Welcome - Develop and implement an inclusive outreach plan to introduce yourself, welcome parents in home languages and provide a general overview of why parent involvement matters
- Survey - Distribute a volunteer survey, listing volunteer opportunities, to parents/guardians to share their availability, skills and interests with you and to sign up for classroom activities. Offer a range of volunteer options with different amounts of time and commitment to encourage inclusion and to respect parents' work schedules.
- Delegate - Assign volunteer jobs and maintain a database of parents' interests, skills and availability as volunteers to use throughout the school year
- Connect - Communicate regularly with parents to keep families in the loop on upcoming classroom activities and to grow family-school partnerships

## Communication Guidelines -

- ParentSquare posts are to be utilized to communicate information to the classroom regarding upcoming parent council activities, such as fundraising opportunities; school-wide activities such as teacher appreciation week; and specific classroom activities such as a project or specific assignment.
- Private information regarding a specific child, a personal item, a classroom incident or medical information should not be discussed or posted via ParentSquare. These kinds of messages will come from the appropriate Center staff member.
- If there is a question about what to post, please don't hesitate to reach out to any of the Parent Council Board or a staff member. We are here to support you in your important role as a room representative. We thank you for your commitment!