



Room Parent Description & Responsibilities

Time Commitment: Ongoing throughout the school year

Selection: Room parents are selected each year from those who sign up.

Westerly Room Parents serve as organizational and communicative liaisons between Westerly administration and homeroom teachers and the grade level parents. Room parents are engaged partners with the grade level homeroom teachers and help to facilitate productive and clear communication and planning in regards to auxiliary activities and programs. Room parent coordination may include, but is not limited to: classroom parties, parent gatherings, celebratory events for holidays, classroom presentations and celebrations, and field trip transportation.

Westerly Room Parents agree to uphold the Core Values of Westerly School including Kindness, Responsibility, Respect, Honesty, and Adaptability. Westerly believes that the role of a Room Parent involves modeling organization, inclusion, and thoughtful communication as per the Parent/Guardian Conduct Policy in the Westerly Family Handbook.

Room Parent Responsibilities include:

- Write and send a welcome email to all parents in their grade before school starts to introduce themselves, identify their role, and share how they will be communicating with grade-level parents throughout the school year.
- Forward school and class announcements and WPA meeting notes to grade-level parents.
- Organize at least one class gathering for families/children throughout the course of the school year. Work with grade-level families to select the date(s) and coordinate other details.
- Assist homeroom teachers as needed with class parties, special projects, coordinating field trip chaperones and/or drivers, etc.
- Help coordinate or prepare mentor/mentee recognitions
- Organize students to write handwritten notes and bring recognition for homeroom teachers at the end of the school year.
- Coordinate classroom volunteers (as needed).
- Monitor/facilitate class messaging platform to ensure all families have equitable access (and/or refusal right) to the communications platform.
- Attend WPA meetings, Grade-level coffees and parent meetings.
- Partner and communicate with Westerly administration as needed to problem-solve or consult.
- Serve as Parent Ambassadors to prospective families and the greater Westerly Community.