ABE Homeroom Parent Responsibilities

First of all thank you for thinking of taking on this special role. Being homeroom parent does not mean you are responsible for personally completing everything. We want one contact person between the PTA and classroom volunteers along with someone who will guarantee things get done. Please be able to delegate tasks/duties to the other willing parents in your classroom. There are many individuals that want to participate, but don’t know how or what you might need. Be sure to communicate with the teacher on a regular basis to ensure all of the classroom needs are met. Below is a general list of what will be asked:

* **Create a class email group –** I would make it clear that this will be the main form of communication. This is done by writing a letter to parents introducing yourself as the homeroom parent and asking for their emails. Some classes set up web-sites such as shutterfly, you may be asked to help set up this kind communication.
* **Communication-** Notify parents of classroom, school and PTA events and teacher wish lists and needs, mostly via email, but also creating flyers etc. Also attending PTA meetings as much as possible to better relay important school happenings to the parents.
* **Teacher Support –** Organize parent volunteers for resource areas, support and assist the teacher for special events and field trips (this does not mean you have to or will be able to go on all the trips). Emails and group websites are commonly used to create sign-up sheets to organize such events.
* **Dolphin Fest Event (Saturday, November 7th Virtual silent auction, class baskets and teacher treats) -** Discuss classroom theme with your teacher and organize donations/purchases for class basket.
* **Holiday Ornaments –** work with the teacher before thanksgiving break on classroom ornaments to be used on the PTA Holiday tree displayed in the cafeteria.
* **Dolphin Dash (March 5th) -** Work with teacher to create themed banner for the classroom to carry out to the track prior to running.
* **Teacher Appreciation Week (May 3-7) –** Communicate tasks and organize classroom participation with the Teacher Appreciation Committee for teacher appreciation week.
* **Class Parties (TBA) –** organize/delegate/facilitate class party tasks – ask teacher how he/she likes to do parties.

**\*\* Each grade may have some added duties to help with i.e. FSA, 5th grade graduation etc.**

**Thank you so much and please feel free to call or email me with any questions or concerns.**

**Sarah Daye**

**Homeroom Parent Coordinator**

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