

Homeroom Coordinator (HRC) Responsibilities

The purpose of the HRC is to assist the teacher throughout the school year by coordinating classroom volunteers and events (including holiday and end-of-year parties) and to act as a liaison between the PTO and class parents. You will work closely with your teacher and he/she will let you know what help is needed.

A **grade level liaison** will be assigned and tasked with coordinating efforts amongst the classrooms and act as a singular point of contact between the PTO and the grade level HRCs. This person will also be available to answer any questions you may have as an HRC.

Introductions

- Meet with your teacher at the beginning of the school year to discuss how you can help her/him. This may include setting up classroom readers, establishing "brown bag" helpers, or something specific to the class like helping with science experiments.
- Get an approved list of parents and their contact info from your teacher. Send an introductory email to your parents (see sample). Your initial contact to your classroom parents should include the following:
 - Introduce yourself as the HRC, share a little about yourself and your family.
 - Explain your role to the parents.
 - Remind/inform parents of the steps that need to be completed to volunteer.
 - Provide info on upcoming important dates and deadlines.
 - Provide an overview of other events that will be occurring throughout the year.
 - Ask parents to share photos they take throughout the year and provide info on how they can submit their photos to the yearbook.
 - Touch briefly on your plans for class gifts throughout the year and inform parents of the "Teacher's Favorite Things" information that can be provided to them.
- Provide a similar printed welcome letter and ask your teacher to send the letter home to those who are not currently on your contact list. Include your contact information and ask these parents to email you if they would like to be included in your communications for the school year.



Volunteers & Scheduling

- Create sign-ups for any help that the teacher may need. Although you are the HRC, you are not expected to do all the work! Many parents (and other relatives) have signed up to help and are anxious and willing to participate in their child's class.
 - Set up the appropriate sign-ups with enough time for parents to plan their schedules to be able to help.
 - Include specific instructions for what they will be doing, when they will need to be at the school, time commitment, location they need to report to and what supplies, if any, are needed.
 - Send the sign-ups out to the class parents, remembering to copy your teacher.
 - Please utilize as many volunteers as possible.

Remind volunteers to sign in at the front desk with a valid photo ID wear the volunteer name tag where it is visible at all times.

Communication

- Please remember – communication is the most **critical** component of this role. Communicate with your teacher and your parents on a regular basis. Make every effort to respond to parent correspondence in a timely, clear, concise, and friendly manner.
- Some teachers like to reach out for help, while others may not ask for it. Periodically remind them that you are there for them. If you haven't heard from your teacher in a few weeks, send them an email asking if they need anything. Any help we can provide gives them more time to focus on teaching our kids.
- Send out weekly or bi-monthly communications to your class reminding them of upcoming events, class needs, and volunteer opportunities/sign-ups.
- Include your teacher in your communications by CC'ing them on ALL emails so they know what you are communicating to the class.
- Always BCC the parents in your class.

Coordination

- In addition to anything your teacher may ask you to communicate to your class parents, you may receive information from the PTO or your grade level liaison to include as well.
 - Any questions that you or parents in your class have about classwork and/or the classroom should be directed to your teacher.
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- Any questions that you or parents in your class have about class parties, PTO policies, etc. can be directed to your grade level liaison.
 - For grades 2-5, you may also want to touch base with your switch teacher(s) and their HRC(s), so that specific subject level needs (for example: science supplies) can be communicated to all appropriate classes/parents.
 - As HRC, you will be asked to assist the PTO by gathering supplies for classroom parties, field day, Staff & Teacher Appreciation Week, and other PTO events. This includes providing items for your classroom such as water bottles, snacks, or baskets/vases. You can either supply these items yourself, or send out a sign-up to your class parents for the items that are needed.
 - Take pictures and encourage your class parents to do the same! Any pictures you take, please send to the yearbook. The yearbook's email is yearbook@popepto.org. You can also upload pictures directly from your phone using the "ImageShare" app. Our school's project code is "927093". Please label pictures with the teacher's name.
 - (Optional) Organize class gifts for your teacher (i.e. holiday, birthday, teacher appreciation, and end-of-year). If you will not be coordinating a class gift, let your class parents know so they have ample time to prepare a personal gift.

NOTE: There is a "Teacher/Staff Favorite Things" Binder at the front office that you can request to view and copy. This is a great resource for gift ideas. Please share a copy of this sheet with your classroom parents. You may also consider including a copy of this page for large group teachers and other Pope Staff members. We will be providing an electronic version of this form for you to share with your classroom soon!

Other Resources

- The Step-By-Step Guide to Being a Room Parent: <https://www.ptotoday.com/room-parent/room-parent-articles/8752-class-parent>
 - 60 Room Mom Tips: <https://www.signupgenius.com/school/room-mom-tips.cfm>
 - Room Mom 101, Ideas, Various School Guides, Survival Guide, Pinterest Boards & more: <http://memberhub.com/blog/room-parent-resources/>
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