

## **Greensboro Academy Room Parent Expectations**

As a room parent for Greensboro Academy, it is expected that you be the overall liaison between the teacher and the parents, specifically, you will be responsible for the following:

- Coordinating Field Trips
  - Confirming dates/times and locations of field trips
  - Soliciting parents to drive
  - Ensuring collection and payment of field trip funds
- Schedule/Obtain volunteers for special classroom days including:
  - Math Superstars
  - End of Year Celebration
  - A/R Achievement Parties
  - Holiday Celebrations
- Maintain a list of all parent emails/phone numbers
- Contact parents for classroom needs
- Be main contact on phone tree in case of emergency
- Ensure teacher volunteer needs are met and if not, contact parents to fill
- Maintaining schedule of volunteers for classroom including:
  - Lunch Parent(s)
  - Copy Parent(s)
  - Other
- Collecting \$\$/Buying Teacher Gifts (Birthday, Christmas and End of Year)