

Room Representative Responsibilities

Room Rep. Coordinator

- 1) Be the main liaison between the teacher and the rest of the room representative team.
- 2) Be the main liaison between the team and the PTA.
- 3) Establish regular communication with teacher, volunteers and parents using a tool such as group text, Signup Genius, email or any other easy to use online app.
- 4) Help coordinate the team to make sure all responsibilities are covered and document who is responsible for what.
- 5) Work with the teacher to identify needs (beyond this list) and help find coordinators for the activities (see “Other Activities” below).

Class Roster

- 1) Take the hand written class roster that was filled out on Open House Night and type it up using an Excel template that is provided on the dce.my-pta.org website*.
- 2) Distribute the class roster via e-mail to the parents listed on the roster.

Holiday Party

- 1) Work with your teacher and team to create a plan for the holiday party (stations, craft etc.).
- 2) Send message to parents asking for donations (approved letters will be provided on dce.my-pta.org).
- 3) Identify and communicate with classroom volunteers to help.
- 4) Have the party on the day scheduled (It’s usually the last day before Winter break.).

Valentine’s Party

- 1) Work with your teacher and team to create a plan for the holiday party (stations, craft etc.).
- 2) Send message to parents asking for donations (approved letters will be provided on dce.my-pta.org).
- 3) Identify and communicate with volunteers to help.
- 4) Have the party on the day scheduled.

Teacher Appreciation Week (usually in May)

- 1) Create plan for the week. Several activities are already provided by the PTA. We will send you ideas for each day.**
- 2) Send message to parents asking for donations (approved letters will be provided on dce.my-pta.org).
- 3) Identify and communicate with volunteers to help.
- 4) Have the party on the day scheduled.

Teacher Birthday

- 1) Identify something to make your teacher’s day special, i.e. lunch, cards, a gift from the class, etc.
- 2) Send message to parents asking for donations (approved letters will be provided on dce.my-pta.org).
- 3) Identify and communicate with other room representatives or classroom volunteers to help.
- 4) Have the party on the day scheduled.

Other Activities

Often teachers will work with the main coordinator to identify other activities where he/she may need help. These may include having parents come read to the class, having parents play games with the class, going on field trips etc. You are welcome to help with any of these activities as well, just please work with the main coordinator.

**All resources you may need should be on the dce.my-pta.org website. Click on the Room Reps link in the top bar, and scroll down. The Word templates should be on your left in the sidebar.*

***The front office will have a book of the teacher’s favorites which can be useful for planning teacher appreciation or teacher’s birthday.*

We are excited about a great year. Thank you again for your willingness to volunteer in your child’s classroom. We wouldn’t have such a great school if it weren’t for parents like you!

Thank you! Please don’t hesitate to contact me with any questions.

Sincerely,
Brisa Ramos
VP Community Affairs (room reps)
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