

Grade: _____ Room: _____ Teacher: _____

2018-2019 Head Room Parent Application

If you are interested in serving as a Head Room Parent for your child's classroom, please complete and return this form to the Principal's Office no later than **NOON on Friday, August 17, 2018.**

First Name: _____ Last Name: _____

Your child's name: _____

Home Telephone #: _____ Cell Phone #: _____

E-mail address*:

*Please provide the email you prefer for your primary mode of communication.

Please tell a little about yourself

1) Why are you motivated to volunteer in your child's school? Why are you particularly interested in serving as the Head Room Parent?

2) What qualities or skills do you have that would support your work as a Head Room Parent?

3) Have you volunteered at Kenter Canyon (or other schools) before? In what ways?

I have read and understand the application and instructions:

Signature

Date

Approved: TM
Adopted by Governance Council– June 14, 2011

What happens next?

1. Applicants will receive an email acknowledging receipt of his/her application. All applications are provided to the Principal on **Friday, August 17, 2018** for review and consideration.
2. The Principal, with input from the teacher of each classroom, will review and consider each application. The Principal will make the final decision and provide the names of selected Room Parent(s) to the Head Room Coordinator. The Principal is responsible not only for approving all school volunteers in all capacities, but also for determining if one or more Room Parents is appropriate for a particular classroom.
3. The Principal will send the list of the chosen Head Room Parents for each classroom to all applicants and post them on our school's website by **Monday, August 20, 2018**. (www.kentercanyon.org)
4. Selected Head Room Parents will be expected to attend a mandatory orientation meeting scheduled by the Head Room Parent Coordinator on **Friday, August 24, 2018** at 8:20 a.m. in the Staff Lounge.
5. It is assumed that HRP applicants have an interest in serving in leadership roles at our school. Therefore, if you are not selected, we highly encourage you get involved in other ways by exploring the work of Kenter Canyon Parent Support Group (KCPSG) and Kenter Canyon Charter School Governance Council (KCGC). KCGC is the decision-making body for policies and procedures at the school, while KCPSG is the fundraising arm of the school. Each has a variety of committees and often their committee work overlaps. Meeting dates, times, and locations are provided on the website and Friday Folder updates.
6. Thank you for applying for the Head Room Parent position. We appreciate your desire to help make a difference in the lives of the students at Kenter Canyon School.

What is a Head Room Parent...?

Being a Head Room Parent is a really great way to help your teacher and the kids in your child's classroom, serve as a liaison for administration, Governance Council, and KCPSG, as well as meet other dedicated parents!!

Head Room Parents need to have:

1. Organizational skills.
2. Enthusiasm, energy, and good people skills!
3. A good rapport with the faculty & staff, administration, as well as other parents.
4. Some history of service to the Kenter community (*exception: newcomers and incoming Kindergarten parents*).
5. An ability to devote approximately an hour or two weekly to conduct HRP duties.
6. Access to a computer and the ability to communicate with the class parents via weekly email.
7. An ability to resolve issues that arise in a positive and inclusive manner.
8. Adhering to requests from the KCPSG Head Room Coordinators.

Head Room Parents responsibilities include:

1. Acting as liaison between your teacher/administration and the rest of the classroom parents.
2. Organizing projects/activities under the direction of the teacher.
3. Soliciting a volunteer family from the class to host the Annual Giving Dinner Party for the AG Committee's presentation to the parents.
4. Attending the scheduled PSG General Meetings to enable you to effectively serve as the liaison between PSG and class parents; encourage other parents in your class to attend, too.
5. Coordinating a variety of different Class Volunteers for the school activities such as class projects and parties, annual giving, and other events.
6. Being available to the parents in your classroom. **THIS IS IMPORTANT:** HRP's serve as the 'go to' person when parents have questions! You should not feel like you need to know everything, but your ability to find out and relay information is important.
7. Securing Principal approval for communications being sent via flyers, website announcements, E-news, and correspondence related to school activities, issues/concerns or promotions. All correspondence sent as a HRP is to be Principal approved; HRP should refrain from using class rosters for personal events.
8. Adhere to protocols for creating a class roster; do not ask the office for class lists; the school is prohibited from sharing any kind of information about students, including names. The HRP Coordinator will give you suggestions on how to create class rosters at the Orientation.

Please email either of us with any additional questions or clarifications you might have regarding the Head Room Parent position.

Kristin Mahoney and Jackie Shapiro

coordinator@kentercanyon.org

2018-2019 Head Room Parent Coordinators

Approved: TM