

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.

Head Room Parents need to have:

- 1) Organizational skills
- 2) Enthusiasm, energy, and good people skills.
- 3) An ability to devote an hour or two of their weeks to conduct HRP duties.
- 4) Access to a computer and the ability to communicate with class parents via weekly e-mail
- 5) Adhering to request from KCPSG head room parent coordinator Ilene Del Giorgio.
- 6) An ability to resolve issues that arise in a positive and inclusive manner.

Head Room Parents responsibilities include:

- 1) Acting as a liaison between your teacher/administration and the rest of your classroom
- 2) Organizing projects/activities under the direction of your teacher.
- 3) Soliciting a volunteer from the class to host the annual giving party for the AG committee presentation to the parents.
- 4) Attending the scheduled PSG meetings to relay any important information to the parents and encouraging the parents to attend as well.
- 5) Coordinating a variety of classroom volunteer positions for school activities such as class parties, traffic duty etc.
- 6) Being available to the parents in your classroom. THIS IS IMPORTANT: HRP's serve as the "go to" person when the 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 etc.
- 8) HRP should refrain from using class rosters for personal events.
- 9) Adhere to protocols when creating the class roster. Please do not ask the office for class lists, the school is prohibited from using any kind of information about the students, including names. The HRP coordinator will advise you on how to create class rosters at the HRP meeting.

Please e-mail Ilene at HRPcoordinator@kentercanyon.org with any additional questions or clarifications you may have regarding the HRP position. Thank you for your interest.