



The job is FUN and the teachers couldn't do this without you! We would like to have at least two room parents for each class. If you're interested, please contact the PSO Room Parent Coordinator, Lisa Macabuhay or Jennifer Callahan, at [archwayroomparents@gmail.com](mailto:archwayroomparents@gmail.com).

**Room Parent Duties** Including but not limited to the following:

- Send an introductory email to your teacher and class.
- Forward emails from the school and PSO to your class.
- Create and send out teacher directed sign-ups for reading groups, etc. You will have access to Sign Up Genius for this task.
- Class Facebook page monitor.
- Organize the teacher/staff luncheon for the school in the month that your class hosts. Every grade will take turns hosting.
- PSO will obtain the staffs 'favorite things' list. From this list you can set up monthly (or more frequent if possible) beverages/treats to spoil your teacher.
- Organize teacher gifts, including teaching assistants and specials, at birthdays and holidays.
- Coordinate Teacher Appreciation Week, door decorations/gifts.
- End of year gift.

Costs for the above are covered by donations from your class. It will be one of your duties to email parents when the need for funds arises.

**\*All volunteers must have a background check performed via Raptor. This is to be done even if you were fingerprinted last year.**

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