

## **Room Parent Coordinator Chair – [30+ Hour Commitment]**

### **Role Overview**

The Room Parent Coordinator Chair serves as the primary liaison between NCAPO, room parents, teachers, and families, ensuring clear, consistent, and supportive communication across the school community. This role plays a key part in helping parents feel connected, teachers feel supported, and classrooms feel organized and engaged throughout the school year.

### **Key Responsibilities**

#### **Communication & Coordination**

- Serve as the main point of contact for all room parents, communicating NCAPO activities, initiatives, and expectations clearly and consistently.
- Send monthly classroom communications following NCAPO meetings to keep families informed of upcoming events, volunteer opportunities, and school-wide initiatives.
- Work closely with the NCAPO Secretary and Communications Chair to ensure messaging is accurate, timely, and aligned.
- Attend all monthly NCAPO board meetings and provide updates related to room parent activities and classroom needs.

#### **Room Parent Support**

- Ensure each room parent feels supported, informed, and confident in their role.
- Provide guidance, timelines, and resources to room parents throughout the year.
- Foster collaboration among room parents to promote consistency and shared best practices across classrooms.

#### **Teacher Support & Appreciation**

- Coordinate teachers' "Favorite Things" collections and organize them for easy gifting during holidays and key moments throughout the year.
- Manage and coordinate classroom teacher wishlists to help ensure supplies and classroom needs are supported throughout the school year.
- Support Teacher Appreciation Week and other faculty-focused events in collaboration with NCAPO leadership.

#### **Community Building**

- Help build school-wide community by ensuring each classroom hosts a Parents' Night Out or similar social gathering at the start of the school year.
- Ensure room parents are communicating effectively with teachers to plan and execute classroom celebrations, including Halloween, Christmas, and Valentine's Day parties.
- Confirm that classroom-level communication supports and aligns with all NCAPO-sponsored events and initiatives.

#### **Ideal Candidate**

- Has been a parent at Northside Catholic Academy for 3 or more years.
- Strong communicator and organizer who enjoys supporting volunteers and building community.
- Comfortable coordinating across multiple classrooms, personalities, and priorities.