

MPH PARENTS' ASSOCIATION ROOM PARENT JOB DESCRIPTION

1. Promote and help maintain constructive communication among parents and between the School and parents. Direct parent questions and concerns to the appropriate person; report pertinent information discussed in Parents' Association meetings to parents.
2. Meet with teachers and/or Division Head to ascertain the need for parent assistance in the classroom, on class trips and for class parties. E-mail parents with class activity updates and requests for volunteers.
3. Help to organize at least one class gathering for your grade, preferably in the fall. Ideas for what to do in different divisions and assistance in facilitating this gathering are available through the online Room Parent Resources.
4. Encourage involvement of parents and students in various Parents' Association and school activities and events via e-mail "newsletter" communications. This includes, but is not limited to: the Silent Auction, Spring Fundraiser, and the magazine sale fundraiser.
5. Attend the monthly Parents' Association meetings. Communicate to class parents important information from those meetings.
6. When organizing class gatherings and parties, room parents are encouraged to ask fellow classroom parents to contribute needed items. If you purchase items yourself, please submit your receipts to Jenn Neuner in the Alumni Lodge; there is a small amount (\$50) available for each class gathering.
7. Decide on a lead room parent to be the primary contact person for teachers. Please notify Jenn Neuner and your division coordinator who that contact person will be.
8. MPH has adopted the ALERTNOW Notification Service which enables us to send a telephone or e-mail message to parents in order to provide important information about school events or emergencies. As a room parent, you may request that the School activate this service to inform class parents of a late-arriving field trip or other situation. You may do so by calling our Director of Communications, Tina Morgan, at 315/446-2452, ext. 124 or at 315/409-9545 after school hours.
9. Please see the reverse side for specific responsibilities by division.

Lower School Room Parent Responsibilities:

- Contact teachers to see if they need help recruiting chaperones for field trips.
- Contact teachers about organizing all holiday and end-of year parties, including Halloween, Christmas, and Valentine's Day.
- 5th Grade room parents should meet with teachers and Mr. Copps to discuss the needs for the LS Holiday Program.
- 3rd and 4th Grade room parents will be contacted about organizing the Lower School closing exercises. This includes providing refreshments for 400 guests. (MPH will provide beverages, linens, and ice)

Middle School Room Parent Responsibilities:

- Contact teachers about organizing all holiday and end-of-year parties.
- Chaperones will be needed for Middle School dances.
- 7th Grade room parents will be contacted about organizing the Middle School closing exercises. This includes providing refreshments for 400 guests. (MPH will provide beverages, linens, and ice)

Upper School Room Parent Responsibilities:

- Contact teachers about organizing all holiday and end-of-year parties.
- 11th Grade room parents will be contacted about organizing the Upper School closing exercises. This includes providing refreshments for 700 guests. (MPH will provide beverages, linens, and ice)

Please refer to the MPH online calendar for all event dates, times, and locations. The online calendar is updated regularly and will reflect the most current and accurate information.