



WINDHAM ACADEMY PTO

CLASSROOM LIAISON

(Room parent)

We appreciate you!

To further two-way communication between Parent Teacher Organization and Teachers, each classroom has a designated Parent Liaison (s). The Classroom Liaison's primary mission is to support teachers, so that teachers can support our children in the classroom. The Classroom Liaison Program encourages participation and collaboration of all the parents in a classroom. Classroom Liaisons are volunteers organized through the PTO.

COMMITMENT

Each classroom will have at least 1 Classroom Liaison. An effective Windham Academy PTO Classroom Liaison will:

- Be tuned in and proactively communicate with their class teacher and the Windham Academy PTO to stay current on class needs and school news.
- Be organized and available to dedicate time per week to their Classroom Liaison responsibilities.
- Regularly check Bloomz/Facebook PTO page and responds to families, faculty, and Windham Academy PTO board members in a timely fashion (expectation within 24 hours).
- Be comfortable reminding and encouraging parents to contribute their time and resources for classroom needs.
- Elicit support from other class parents to support class events and projects.
- Lead parents by example, ie., volunteer at school, adhering to school policies and initiatives; always remaining positive, energetic, engaged and approachable. Maintain professional conduct and staying focused on uniting students, parents, and faculty/administration.
- Stay updated with meetings or meeting minutes on a regular basis.

TASKS

The following tasks are examples of ways a teacher may utilize their Classroom Liaison:

- Communicate with teachers to establish needs and serve as a support system to compliment their educational mission.
- Assist in organizing class events ie., class parties, large projects.
- Coordinate as directed by the PTO Board initiated PTO events within classroom ie. collection drives, Class Gifts, Festival of Trees, Teacher Appreciation Events, etc.