

August 2010

**Glossary:**

**CAT (Classroom Assistance Team):** Team of parent volunteers who are willing to help their child's classroom through various activities/tasks throughout the year.

**CAT Lead:** 1-3 parents who take on the role of leading the team. Essentially, these are the "Class Parents". This parent will be the main liason between the teacher and the rest of the parents, as well as being the main contact person for disseminating information from the PTA.

## **CAT Lead Role (Classroom Assistance Team)**

The primary role of a CAT Lead is to provide support and assistance to the teacher. It is suggested that each classroom has a minimum of two CAT Parents. The Classroom Assistance Team should talk with the teacher about how he/she would like to work with the team, parent volunteers, and other classroom help. Then, using that information, the CAT Lead can develop a plan for the year that directly addresses the teacher's unique needs and preferences.

As a team, the Room Parents are responsible for:

- **Facilitating classroom parties** (planning, communicating with parents, running the events, cleaning-up)
- **Coordinating classroom volunteers** (recruiting and scheduling volunteers, communicating the schedule to parents, confirming volunteers before their shifts to ensure full participation)
- **Planning, communicating, and acting on teacher appreciation activities** (birthday, teacher appreciation week, end of year gift)
- **Helping to ensure clear, timely communication** between the teacher and parents regarding activities, events, and needs in the classroom
- **Assisting with classroom-related administrative tasks**, such coordinating student book orders or helping with special projects
- **Responding to and/or organizing assistance for ad hoc requests** (e.g., classroom clean-up days, requests for supplies)

*Please note: Specific responsibilities will vary by teacher.*

Again the suggested set up for a Classroom Assitance Team is to review the needs and divide the responsibilities among the team. Different responsibilities could be:

- Act as the primary point of contact between the teacher and parents for classroom volunteer needs
- Managing the financial responsibilities such as gift and general funds
- Serves as the communicator for disseminating messages and information as needed to parents regarding school related dates and specific classroom dates
- Receiving and communicating ad hoc requests and ensure the requests are delegated and/or fulfilled as they arise throughout the year