

Job Description



Home Room Parent

Responsible for working with the classroom teacher to coordinate field trips, parties and other projects the teacher may desire. Stays informed about PTO activities by attending monthly PTO meetings. Responsible for collecting donations and creating a class basket for the St. Rita Silent Auction. Typically collects money for Christmas and year-end gifts for the teacher. Communicates classroom needs and volunteer activities to parents.

Specific additional duties include:

- Grade K: Kindergarten Graduation Party
- Grade 1: 1st Communion Party for 2nd grade
- Grade 6: Confirmation Party for 8th grade
- Grade 7: Graduation Party for 8th grade