

AAPA Room Parent/Class Captain Responsibilities

1. There is to be a least one Room Parent or Class Captain for each grade level on each campus. Each should support their respective Division Representatives and one another.
2. Establish communication via email between The Albany Academies, AAPA and the home for both emergencies and to relay important information to parents. For emergencies, communication should be via phone and email to ensure the information is distributed in a timely fashion.
3. Coordinate and communicate with Teacher or Grade Dean about class/grade specific activities (Field Trips, Holiday Parties, Dances, etc.) throughout the school year. Share details with parents.
4. Help organize classroom community building events.
5. Assist the Teacher or Grade Dean with responding to class/grade specific questions when possible.
6. Contact new parents (before school starts, if possible) to welcome them to The Albany Academies and answer any questions they may have. New parent contact information will be provided by the school approximately six weeks before school starts.
7. Assist the Division Representative with special events (Parents Night, Holiday Concerts, Moving Up Ceremonies/Graduation, etc.), as needed. Recruit other parents to volunteer.
8. Help with the organization school-wide or division specific community building events whenever possible.