

Classroom Ombud



Purpose: The position of class ombud exists to serve as liaison between classroom team, parents, teacher, students, and executive board; to facilitate communication between these parties, to solve conflicts and problems in a constructive manner preserving relationships, both working and personal. The ombud must maintain a high level of confidentiality and stay non-judgmental.

Areas of responsibility:

Teacher

- Communicate *regularly* with teacher to listen to concerns, requests, and comments. Help or delegate others to help with unscheduled tasks.
- Relay parents' concerns to teacher.
- Attend teacher/ombuds meetings; attend or lead parent/teacher planning meetings as teacher wishes.
- Check with teacher in order to ascertain how much help is needed for classroom set-up and close-down; inform parents of these needs.
- In June, meet with teacher to determine what information he/she would like to send out with classroom assignments. Prepare introductory letters as directed by teacher, and deliver to office by last day of school so that office staff can enclose them with classroom assignment notices.

Parents

- Coordinate classroom elections to be held during the first week of school, as needed.
- Keep parents informed of meetings, classroom, and schoolwide activities.
- Establish rapport with the parents in the class and be available to answer questions and discuss concerns.
- **Assist parents, if needed, in determining ways to meet their commitment; monitor commitment of parents; and communicate with Parent Representative knowledge or concerns regarding reasons for parents not meeting bench mark for commitment.**
- Keep a record of attendance at planning meetings and place copy of attendance in Hours Recorder's folder.
- Take minutes of planning meetings and distribute to all families.
- Provide information regarding new student to New Parent Orientation Coordinator. Ensure that New Parent Coordinator assigns a Buddy Family to new families that enter after Oct 1st and help orient family to classroom. Check that Parent Resource Monitor creates a family communication folder, and Roster Chair adds family to roster.
- Collect money for and facilitate purchase of teacher birthday gift and teacher end-of-the-year gift.
- Facilitate class participation in Staff Appreciation Week activities (first week of May) as requested by PTO Board.
- Create, maintain class web-based share page (ie shutterfly or other)....as directed by teacher.

Record Keeping

- Coordinate as needed with school Record Keeper and teacher to ensure all class volunteers are current with their paperwork.

7th/ 8th grade ombuds only: Facilitate that the following gets coordinated: 7th graders coordinate and plan for 8th grade appreciation event; host 8th grade graduation refreshments; and begin planning and fundraising for Yosemite and for 8th grade events. 8th graders continue fundraising for Yosemite, sneak day and graduation. Plan graduation and events; work with the graduates to carry out their plans.

Executive Board

- Attend Teacher/Ombuds meetings as able.
- Attend one or two Executive Board meetings per year in an advisory capacity. Attendance Schedule to be determined at beginning of year.
- Communicate regularly with Parent Representatives to keep them informed of significant issues and to stay informed of Executive Board actions.
- Attend closed Executive Board meetings as needed to provide background information on families that are significantly low in hours.
- Take direction from board or president as to specific tasks regarding class, parents, or activities.

Financial Responsibility: none

Hours Recording Procedure: Hours are calculated on per month basis for 10 months (Sept. to June) and are automatically posted by the Hours Recorder each month.

Hours: Varies: base of 55 hours with 10 extra for kindergarten (ombud must facilitate for large number of brand new families), and 10 extra for classroom with new teacher.

Reports to: Parent Representative and Executive Board

Selection: Teacher Selection

Term: June 1 to June 30 of following year

Revised: 5/21