

## **Selkirk Parent Group**

### **What is a Classroom Representative?**

Class Reps work closely with the class teacher(s) to assist in communicating to the class families --- providing information on specific class or school events, such as field trips or fundraising. They also pay special attention in welcoming new families into the class at the beginning of the year and throughout the year.

The Class Reps are also a "voice" for the class families, and can bring the ideas and suggestions from the parents --- about community involvement, fundraising, and school events, etc. to the Selkirk Parent Group (SPG).

Some of the specific duties of the Classroom Reps include:

1. Builds a class list of phone numbers and/or emails of each student's family(ies) in their assigned class and distribute it to all members of the class;
2. Work closely with the class teacher(s) to assist in communicating information on specific events held in the class or school to the rest of the families in the class;
3. Welcomes new students and families to the class;
4. Take the lead on behalf of the classroom, on school events or initiatives, and coordinate classroom participation and volunteers in the initiative;
5. Acts as a conduit between parents and the SPG; (can bring concerns or ideas from parents in their class to the SPG for discussion)
6. Seeks out information and/or ideas from parents to assist in the implementation of the initiatives of the SPG. This could take form of a survey.
7. As required, will direct parents to a member of the PMS Board to discuss matters that are outside the scope of the SPG (the SPG officers will direct the class rep as to whom to direct the parent to, if necessary)
8. If time allows, plan events for the class, outside classroom time, that builds community and an venue for parents to get to know each other (ie. meet for coffee night or daytime/evening out for parents – have you tried Laser Tag?)

### **Class Reps are not:**

- involved in any disagreements or conflict between teachers, staff, administration and parents in their class (academic; educational; personal) See # 6.