

Classroom Representative Duties

- Assist teachers and/or recruit other parents to help when possible for classroom projects, parties, field trips, lunch duty and special programs
- Organize your parents to help “encourage” your teacher throughout the school year. Some reps do this by assigning specific weeks throughout the year for parents to do nice things for the teacher, bring a gift, supervise lunch, work in the classroom, etc.
- Help organize parents to help disinfect the classrooms periodically – especially during cold/flu season. Disinfect doorknobs, light switches, student desks, chairs, dry erase markers, computer keyboards, etc.
- Help the teacher recruit volunteers and organize some special activities during testing week
- Try to organize special recognition or gifts for your teachers (and/or teacher’s aide) at major holidays and their birthdays
- Keep in touch with your classroom parents throughout the year by email and/or phone. We will send information to the classroom representatives occasionally about fundraisers, PTF meetings, workdays and school wide functions that you can pass on to your parents.
- Encourage ALL our families to be involved
- Help coordinate with other classes ONE teacher appreciation luncheon per year (months will be assigned by Social Chair)
- Organize your class game for the Spring Carnival and recruit parents to work the game
- Help with Teacher Appreciation Week if possible
- ATTEND regular PTF meetings and communicate information back to your classroom parents
- Help coordinate the Class Auction Basket for the Fall Auction (see attached sheet)