



## **Classroom Representative Description**

The Mackintosh Classroom Representative is intended to be a liaison between Mack Parent Council (MPC), the administration, and the aggregate classroom community. The four primary objectives for this role are:

1. Work in concert with the homeroom teacher and disseminate information from MPC/administration/teacher to the parents of students in the classroom they represent.
2. Assist the teacher with coordinating volunteers for classroom activities/events/celebrations.
3. Build classroom community through occasional gatherings.
4. Provide feedback and/or input to the MPC Chairs and/or the administration.

All Mackintosh stakeholders are encouraged to address any concerns or issues directly with the appropriate parties. The Classroom Representative role is not intended to be a “go between” or “gatekeeper.”

### **Roles & Responsibilities**

The Classroom Representative may be asked to participate in activities such as:

- Meet as needed with classroom teacher to learn about the areas where they need support and partner with them to secure resources, volunteers, and supplies for the classroom.
- Assist classroom teacher with various events during the school year such as holiday parties, field trips, classroom gatherings, etc.
- Make introductory phone calls to new families to welcome them and answer questions.
- Communicate MPC activities to parents.
- Attend MPC meetings and provide input regarding school projects, events, and activities.
- Arrange recognition for Teacher, Assistant, Aide, or Intern birthdays.
- Volunteer when possible with school activities and events.
- Assist with MPC fundraising efforts including: recruiting an auction classroom project volunteer and auction solicitation callers.

### **The ideal candidate will:**

- Be collaborative, engaged, and willing to contribute to the support of classroom and community growth.
- Check email regularly.
- Have a working knowledge of email lists, strong written communication skills, and comfort sending and receiving electronic communications.
- Be available for a majority of on-campus events, meetings and activities.