



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, and 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, classroom, and all-school fundraising efforts including supporting our spring auction.

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.