

14i. Job Description for Classroom Representatives

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1. Accept other parents for whatever they can do.
 2. Represent all parents in his/her classroom.
 3. Ask parents to help in classroom.
 4. Ask parents to come to Parent Meetings.
 5. Gather ideas and concerns from parents by phone or classroom contact and take written ideas from classroom to Parent Center Committee.
 6. Invite parents to activities.
 7. Help arrange field trips, ask parents to participate on field trips.
 8. Maintain complete confidentiality.
 9. Represent classroom at Policy Council by attending and participating in discussions.
 10. Act as liaison between Policy Council and the Parent Center Committee.
 11. Talk with teacher/EHS staff to find out what help from parents is needed.
 12. Send THANK YOU to parents!!!