

Class Parents and Grade Level Representatives Responsibilities

Last Updated: June 2023

Thank you for volunteering as a Class or Assistant Class Parent or Grade Level Representative. Sharing your time and talents with our school community is greatly appreciated.

Your primary role is to bring parents and caregivers in closer contact with the school district and the Garden City PTA. You do this by:

- Working directly with both the school personnel and parents to promote the work of the PTA.
- Being a current member of the GC PTA who stays informed and up-to-date about PTA activities and opportunities for parents and students. Please note that all memberships must be proactively renewed for the current school year, which starts July 1. Memberships do NOT automatically renew year to year.

Class Parent Responsibilities*

Your responsibilities as a Class Parent will include a variety of activities, but the most notable are:

- Attend the Class Parent Kick-Off meeting in September.
- Attend Back-to-School-Night, provide a presentation encouraging PTA membership, and conduct the class event lotteries.
- Attend all scheduled PTA Meetings.
- Coordinate donation of materials requested by the classroom teacher (e.g., Kleenex, paper towels, etc.)
- Read correspondences from school, PTA Director, Grade Reps, or Committee Chairs in a timely manner.
- Share information with parents as directed by the Grade Reps and in a timely manner (ideally within hours; at most within one day).
 - o Delays in sharing information with the Class can lead to negative impacts on those parents (e.g., if a Sign-up Genius link is being shared and slots are no longer available because of extended delays)
- Serve as a guide for parents.
 - o Class Parents are critical communicators of PTA information. Parents read and respond to emails sent directly from their Class Parent.
 - o For parents with questions, connect them with the proper PTA person for events, volunteer opportunities or otherwise.

Grade Representative Responsibilities*

Your responsibilities as a Grade Rep will include a variety of activities, but the most notable are:

- Liaise between the PTA Director for your school and the Class Parents for your grade.
- Coordinate collection of funds and purchase of Grade-sponsored basket for PTA Dinner Raffle.

About Craft Events, Class Parties & Field Trip Lotteries

Below is a summary of the lotteries that must be held at Back to School Night. These must be conducted by the Class Parents at this event to ensure fairness and consistency across classes, grades and schools. More details will be shared at the Class Parent Kick-off Meeting in September. Questions can be answered by your School PTA Director.

- Before Back to School Night, the PTA and/or teacher will provide you with the events parents can support during the school year. This typically includes several field trips and class parties or craft events.
- For Field Trips, you will hold a lottery for parents to attend the event with the class.
- For Class Parties/Craft Events, you will hold a lottery for parents to provide the food/materials needed for the teachers to hold the event.
 - o NOTE: Parents do NOT attend the class parties, they simply drop off the requested items at the school that day. For Craft events (typically held for younger grades) parents MAY be allowed to attend and conduct the craft with the children.

Class Lists & Classroom Management:

- Class parents are also responsible for verifying and appropriately sharing the Class List with parents.
- Specific details on how this process is to be managed is shared at the Class Parent Kick-Off Meeting in September.

*** Additional responsibilities may arise, depending on the school and the grade.**