

## CLASS REPRESENTATIVE JOB DESCRIPTION



DUTIES	PRIMARY	SECONDARY
Attend PA (ESB Parents' Association) class rep meetings (approx. 4/yr) including PA Annual General Meetings	x	x
Communicate info from PA to parents (Email distribution)	x	x
Represent parent concern/issues to PA and/or School	x	x
Helps to recruit volunteers (PA events)	x	x
Maintain a class contact list (with parent approval)	x	x
Recruit and coordinate volunteers (class events, trips, teacher assistance)	x	
Support &/or Help Teacher organize class events and gifts	x	
Manage class fund (typically 20-30 euro per student, if class agrees they will have this)	x	
Assist class teacher when requested	x	

## CRITERIA



// CR should be elected by class parents at the first teacher/parents group introduction session in the school year. CR should not be nominated by teacher as they should represent parents but they will develop a good working relationship with teachers.

// Although there is a student rep in secondary cycle, CR is needed in case of confidential information flow (for example sensitive Secondary Education Council (SEC) type issues).

// To make it easier for small section/ classes it is possible CR could cover two classes.

// ESB school administration will send out email at beginning of school year communicating obligation to have CR (not PA) due to communication law, relationship building and effective communication flow.

## CONSIDERATIONS



//Between 2 and 4 class reps per class, depending upon class size. Some classes may be small enough to be covered by 1 class rep.

//In P5 when parents contact is still there, create rotating list for secondary cycle to cover CR job.

//PA membership is encouraged (as CR attends PA meetings and act as parent representative).

//Teachers set guidelines for class rep to manage responsibilities. Including but not limited to:

- \*Volunteer selection shall be shared equally and democratically among interested and available parents and managed by the Class Rep then communicated to teacher.

- \*Teacher sets the number of parent volunteers required.

- \*Class rep communicates volunteer list with teacher before designated event occurs.

## FUNCTION AND PURPOSE OF PRIMARY/SECONDARY EDUCATION COUNCILS SEC/PEC



per Statutes of Office of the Secretary General European Schools (see page 13/54)

<https://www.eursec.eu/BasicTexts/2014-03-D-14-en-5.pdf>