



Classroom Representative & Coordinator Duties and Expectations

DESCRIPTION:

The PTFC Classroom Parent Representative serves as a liaison between their classroom's teacher(s), parent(s)/guardian(s), and with the PTFC; in a school-year long commitment.

DUTIES and EXPECTATIONS:

- Attend monthly PTFC General Meetings. (Regular attendance required for fulfillment of the school year's Parent Volunteer yours). This is imperative to ensure you are able to disseminate the information out to the classrooms and parents.
- Work with the teacher in your classroom to compile a contact list for each child's parent/guardian, and teacher in their class.
- Effectively communicate pertinent information from monthly PTFC General Meetings to each of their classroom's parent(s)/guardian, and teacher(s). Communicates Parent Volunteer Hour opportunities to classroom parents.
- Coordinating your classroom parents' participation, and recruiting parent volunteers for school-wide fundraising and community events, and to meet classroom needs.
- Create and manage sign-up sheets to secure parent volunteers for event operation, supply and/or monetary donations, classroom help and projects, field trip chaperones/drivers, and other school or classroom volunteer opportunities and needs.
- Serves as a point person, communicating regularly with your classroom's teacher(s), and fielding parent questions and input.
- Communicating and delegating classroom support and needs to parent volunteers.
- Represent CMP, the PTFC, and your classroom at school functions and events.

WHY YOU SHOULD SERVE:

- You will have an opportunity to build strong relationships with the school administration, your child's teachers, and the parents and children in your child's class; working together with them to build our school's legacy.
- You will have a voice, and give a voice to other parents regarding our school.
- You will be on the forefront of the conception, planning, and development of school-wide events and legacy projects.
- Be an example of leadership, Montessori decorum, and pride of ownership in our school community. Make a difference, be the change, leave a legacy.

COORDINATOR and COMMITTEE POSITIONS:

Description: Coordinators communicate and work with the PTFC, Classroom Reps, teachers, and Parent Volunteers, to lead the planning, organization, execution, and operation of specific school-wide fundraising and/or community events and programs.

- **Event Coordinator(s) and Committee:** Coordinators serve as chairperson, organizing a committee of parent volunteers established for major school-wide events such as Harvest Festival, Fun Run, Adult Night event and any other large scale fundraising or community events. Coordinators and their event committee works with the PTFC on projected budget and fundraising goals for the event, and with Classroom Reps to secure, and coordinate parent volunteers to identify and fill the needs of the event.
- **Volunteer Coordinator:** Works with Classroom Reps to secure parent volunteers to support and operate large scale events. Manages parent volunteers, volunteer duties, and volunteer placement.
- **Movie Night Coordinator:** Works with and supports the Host Classrooms, and Classroom Reps to choose a movie, event theme, and plan details and promotion for the school-year's three Movie Night community events. Also responsible for coordinating parent volunteers for the operation of Movie Night, keeping Movie Night snack sales inventory stocked, and coordinating pizza orders/pickups/sales.
- **Sales Coordinator:** Point person for Fundraising Sales such as, See's Candies and Pasta sales. Communicates with companies we partner with. Coordinates parent volunteers to organize and operate sales.
- **Winter Dance Coordinator:** Organizing and coordinating parent volunteers for the planning, organization, and operation of Winter Formal. Working with the PTFC on budget and funding of Winter Formal as a Community Event.
- **Art Walk Coordinator:** Works with teachers, Classroom Reps, and the PTFC to support, plan, and organize art projects, and the Art Walk event. Securing and coordinating parent volunteers for donations for art projects, and operation of Art Walk.
- **Book Fair Coordinator:** Coordinates parent volunteers to operate Book Fair. Works with teachers on their "wish list" baskets.
- **Chuck E Cheese Night Coordinator:** Works with restaurant to book event and promote it at school
- **Donation Coordinator:** Works with Classroom Reps, teachers, and the PTFC to identify donation needs. Creates donation signup sheets. Works with Classroom Reps to secure, coordinate, and organize donations.
- **Grant Writing Coordinator:** Works with school administrators to identify grant opportunities, write and submit grant applications.
- **Playground Coordinator:** Work with school administrators to put together project implementation timeline for playground build.