



September 13, 2016

PTA Class Parent Duties

Thank you for your interest in being a PS 29 class parent! This position serves two important roles: Class Parents organize and provide support for each classroom and their respective needs while also serving as a key conduit between the PS 29 Administration and PTA and your class' parent body.

Typically, each classroom has 2-3 Class Parents to share duties. It is a year-long (but not comprehensive) commitment. The duties include:

- Compiling contact information for the class families;
- Keeping open communication with the teacher and supporting her/him with any needs they may have;
- Attending 2-3 brief Class Parent meetings throughout the year headed by Class Parent Coordinator, Liz Dore Napoli;
- Communicating items of interest from the Administration and PTA to the class families;
- Organizing the class contribution to the school-wide Art Auction fundraiser (don't worry--PS 29 Art Teacher, Kristin Adamczyk, is happy to help with this!);
- Collaborating with Administration/committees on wellness and other initiatives; and
- Assisting in planning events for the class, including for pre-k – 2nd grade, a class pot luck dinner.

The role of Class Parent has evolved in recent years to include helping the PTA and Administration with communication to the PS 29 community. The PTA in particular will rely upon you to get the word out on various events and help promote parent volunteering for fundraisers. A big part of this, which could be new to past class parents, will entail forwarding any emails Liz Dore Napoli asks you to send to class families. **It is imperative that you forward these emails to every family in your class within 24 hours of receiving it. In the past this has proven to be our most effective way of turning out volunteers.**

If you feel confident you can meet these requirements, please speak to your class teacher about volunteering for this position. Thank you!

