

JOB DESCRIPTION CLASS REPRESENTATIVES

Parents are asked to elect **four class representatives** (class reps).

- The Reps are there to ensure **good communication and co-operation between the parents of the class and between parents and the teacher/s**.
- They will forward all issues beyond the scope of the class to the language section Reps or to the working group concerned.
- In **primary** school one of you must be responsible for the **class kitty for supplies and outings** (50 euros has been approved by the school direction).
- The **Info Rep** will forward messages from the APEEE and the school direction by e-mail to all parents of the class. Therefore he/she has to collect the email addresses of all parents at the beginning of the school year (the main teacher can help).
- The direction of the school invites the four class Reps:
 - in primary: 3 times a year to a question and answer session with the Direction
 - in secondary: The director will soon set up question and answer sessions with the educational advisors or co-ordinators for each level.

If they so wish, class reps can be more involved in the school life:

- **The Reps represent the class** (with 4 votes) **at the APEEE General Assembly** where the parents' main tasks are outlined.

The General Assembly usually takes place in December - each class rep has one vote. All class reps elect amongst their pairs their representatives to the Administrative Board of the APEEE and language section representatives. For more info on the Administrative Board and its role, [click here](#).
- The Section Reps deal with co-ordination within the language section for activities related thereto. They also represent the parents on the School Education Board and on the APEEE Board. They are the contact points with the national inspectors responsible for the contents and quality of teaching provided by teachers from their country.

Pyramid of representation: (for all these function, you need to be an elected class rep)

[Parents]
Class Reps
Section Representative
Members of the Board and working groups
Chairman

- There are many 'theme' groups in the school (health and safety, school trips, canteen, library,...) where a few Reps represent all parents. The class Rep will be able to forward questions to the appropriate group.

You may also actively **participate in the life of the school by volunteering**. The library, rest room and Springfest also function thanks to the help and availability of parents. The help is very welcome and information is available at the [Secretariat](#). For these positions, there is no need to be a class rep. Please inform the parents of you class accordingly.

Hope you have a good school year and a friendly class.