

JOB DESCRIPTION

Title: **4th GRADE REPRESENTATIVE**

Location: Edison Middle School, Berlin Heights, OH

Effective: September 2023

GENERAL PURPOSE

The 4th Grade Representative acts as a liaison between the 4th grade teachers and the Parents' Club as well as administering events and activities for the 4th grade.

EXAMPLE OF DUTIES

- Manages/organizes all parties for the 4th grade which includes Christmas and Valentines Day. Additionally, the representative communicates with the teachers about any ideas/questions/concerns the teachers may have regarding the parties. The representative is not necessarily responsible for single handedly coordinating and conducting the parties but is encouraged to recruit volunteers and delegate responsibilities.
- Supports the teachers in organizing field trips and communicates the teachers' needs/questions/concerns with the Parents' Club.
- Supports Mr. Clum in organizing Field Day by answering questions he or the teachers may have, communicating those concerns with the Parents' Club and recruiting and organizing volunteers and water donations (usually taken care of).
- Co-leads the planning and organizing of the Fun Day with the 5th Grade Representative
- Attends monthly Parents' Club meetings to stay up to date on current business and to communicate 4th grade information.

***MUST BE BCI CHECKED AND APPROVED**

JOB DESCRIPTION

Title: **5th GRADE REPRESENTATIVE**

Location: Edison Middle School, Berlin Heights, OH

Effective: September 2023

GENERAL PURPOSE

The 5th Grade Representative acts as a liaison between the 5th grade teachers and the Parents' Club as well as administering events and activities for the 5th grade.

EXAMPLE OF DUTIES

- Manages/organizes all parties for the 5th grade which includes Christmas and Valentines Day. Additionally, the representative communicates with the teachers about any ideas/questions/concerns the teachers may have regarding the parties. The representative is not necessarily responsible for single handedly coordinating and conducting the parties but is encouraged to recruit volunteers and delegate responsibilities.
- Supports the teachers in organizing field trips and communicates the teachers' needs/questions/concerns with the Parents' Club.
- Supports Mr. Clum in organizing Field Day, by answering questions he or the teachers may have, communicating those concerns with the Parents' Club and recruiting and organizing volunteers and water donations (water is usually taken care of).
- Co-leads the planning and organizing of the Fun Day with the 4th Grade Representative
- Attends monthly Parents' Club meetings to stay up to date on current business and to communicate 5th grade information.

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JOB DESCRIPTION

Title: **6th GRADE REPRESENTATIVE**

Location: Edison Middle School, Berlin Heights, OH

Effective: May 2023

GENERAL PURPOSE

The 6th Grade Representative acts as a liaison between the 6th grade teachers and the Parents' Club as well as administering events and activities for the 6th grade.

EXAMPLE OF DUTIES

- Supports the teachers in organizing field trips and communicates the teachers' needs/questions/concerns with the Parents' Club.
- Supports Mr. Clum in organizing Field Day by answering questions he or the teachers may have, communicating those questions with the Parents' Club and recruiting and organizing volunteers and water donations.
- Leads the planning and organizing of the 6th Grade Glow Day with the help of Parents' Club members.
- Attends monthly Parents' Club meetings to stay up to date on current business and to communicate 6th grade information.

*** MUST BE BCI CHECKED AND APPROVED**

JOB DESCRIPTION

Title: **7th GRADE REPRESENTATIVE**

Location: Edison Middle School, Berlin Heights, OH

Effective: April 2018

GENERAL PURPOSE

The 7th Grade Representative acts as a liaison between the 7th grade teachers and the Parents' Club as well as administering events and activities for the 7th grade.

EXAMPLE OF DUTIES

- Supports the teachers in organizing field trips and communicating the teachers' needs/questions/concerns to the Parents' Club.
- Supports Mr. Clum in organizing Field Day by answering questions he and the teachers may have, communicating those questions with the Parents' Club and organizing water donations.
- Co-leads in the planning and organizing of the 7th/8th Grade Dance with the 8th Grade Representative.
- Attends monthly Parents' Club meetings to stay up to date on current business and to communicate 8th grade information.

*** MUST BE BCI CHECKED AND APPROVED**

JOB DESCRIPTION

Title: **8th GRADE REPRESENTATIVE**

Location: Edison Middle School, Berlin Heights, OH

Effective: September 2023

GENERAL PURPOSE

The 8th Grade Representative acts as a liaison between the 8th grade teachers and the Parents' Club as well as administering events and activities for the 8th grade.

EXAMPLE OF DUTIES

- Supports Mr. Clum in organizing Field Day by securing water donations.
- Co-leads in the planning and organizing of the 7th/8th Grade Dance with the 7th Grade Representative.
- Helps with the 8th Grade Ceremony including setup and clean up of cookie and drink donations. The representative is not responsible for single handedly coordinating and working at the ceremony but is encouraged to recruit volunteers and delegate responsibilities.
- Attends monthly Parents' Club meetings to stay up to date on current business and to communicate 8th grade information.

***MUST BE BCI CHECKED AND APPROVED**