

Job Descriptions for SCHS School Council Positions

Updated June, 2010

CHAIR

With the assistance of the Executive Committee, the Council Chair is responsible to ensure that the business of the School Council is completed within the guidelines of the By-Laws of the Council to meet the expectations of the parents and the school. Specific duties include:

- Serve as spokesperson for the School Council
- Submit articles for the monthly school newsletter
- Act in a public relations capacity with external organizations, parents and the media
- Serve as a liaison with Rocky View Schools
- Host School Council meetings and events
- Chair all meetings of the School Council
- Prepare agendas for School Council meetings
- Advise School Council on important matters, issues requiring decisions, necessary procedures and Council protocol
- Serve as a member of all Standing Committees
- Serve as an ex-officio member of all Ad Hoc Committees
- Submit the Annual Report of the School Council
- Promote professional development of Council members and parents
- Act as a co-signing authority on the School Council bank account
- Attend meetings and conferences organized by external organizations including but not limited to RVS, ASCA and Alberta Education.

VICE CHAIR

- Preside at all Business and Workshop Meetings during the absence of the Chair and assume all duties and responsibilities of the Chair when he/she is unable to do so
- Become well apprised of current School Council business, assist the Chair, and undertake tasks assigned by the Chair
- Have the expectation of standing for the office of Chair at the next Annual General Meeting
- Chair the Nominating Committee and be responsible for soliciting and receiving nominations for the positions of Officers
- Assist on any committees as required
- Assume responsibility for reviewing the Council's By-Laws annually, and facilitating any updates that need to be made at the Annual General Meeting
- Assume ongoing responsibility for the Council's Three Year Plan, updating it as necessary

SECRETARY

General Responsibilities:

- Facilitate communication on all matters relating to School Council, including distributing information/requests for input to Council members, and notices from Council to SCHS parents via the school office
- Maintain a complete list of Council members and their contact information, including phone numbers and email addresses.
- Maintain a list of meeting dates, times and locations for the school year; book the appropriate meeting rooms (through Pat Ac at pac@rockyview.ab.ca)

- Send the roster (without personal phone numbers) and meeting schedule to the school's web master (Dean Depaoli at ddepaoli@rockyview.ab.ca) for posting, and post a hard copy of each on the Council's bulletin board at the school (located between the two sets of main entrance doors). File a copy of each in the "Current Year" archive binder in Council's file cabinet, located in the Staff Room.
- Publish a request for nominees to the next year's Council, two months prior to the Annual General Meeting, to all parents via the school office and web site.
- Publish a notice of the Annual General Meeting 30 days prior to the meeting, to all parents via the school office and web site; post a notice, including meeting agenda, on the Council's bulletin board.
- Post copies of all other relevant documents (e.g. parent advocacy articles, communications with Alberta Education, Council by-laws, volunteer job descriptions, three year plan, etc.) on the web site.
- File copies of all correspondence and relevant documents in the Council's archive binder.
- At year end, ensure archive binder is complete; include computer disk with copies of all relevant files (agendas, minutes, roster, meeting schedule, by-laws, volunteer job description document, three year plan, financial reports, Council binder labels, bulletin board materials, brochures, posters, correspondence, etc.) and pass all relevant materials along to next year's Secretary.
- Distribute Council binders at the beginning of the year, and collect them at the end. Ensure all binder materials are included and update as necessary.

Responsibilities with respect to meetings:

- Request Representatives' reports two weeks prior to General Meetings.
- Receive meeting agenda from Chair and distribute it (along with Representatives' reports for General Meetings) to Council/Executive one week prior to meeting, and, for General Meetings only, to school web master for posting on the school web site.
- Post a notice of all meetings, including the date, time, and place of meeting seven days in advance of General, and thirty days in advance of the AGM, in the SCHS newsletter, on the school web site and on the Council bulletin board; post a copy of the meeting agenda on the bulletin board and web site. (Do not post the agenda for Executive meetings.)
- File a copy of all agendas in archive binder in School Council's file cabinet.
- Provide paper copies of agenda, minutes of last meeting for review, and any other necessary documents for meetings
- Take accurate and complete notes during meetings; create minutes of the meeting and distribute them via email (or hardcopy if necessary) to all meeting attendees within a reasonable length of time following the meeting, and, for General Meetings only, to school web master for posting on the school web site. File a copy of all minutes in archive binder.

TREASURER

The Treasurer shall receive all monies paid to Council and be responsible for the deposit of same in an account at whatever bank or Treasury Branch the Board may order. He/she shall properly account for the funds of the Council and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Executive whenever requested and shall prepare for submission to the Annual General Meeting a statement duly audited of the financial position of Council and submit a copy of same to the Secretary for the records.

- Meet with former Treasurer to obtain binder, bank statements, cheque book and all other records and materials in Treasurer's possession.

- Read Treasurer's binder material and review at least one year of history of past financial transactions and information (budgets, invoices, memos, bank statements, cancelled cheques and meeting minutes).
- Go to bank (Alberta Treasury Branch – WestHills Mall) to amend cheque-signing authorization for new Executive members. New members require proof of ID and a copy of the meeting minutes at bank to be added as a co-signatory on cheques. Consider where bank statements are to be delivered and change as required. Obtain a new ATM card for bank machine deposits and online account access and ensure old access cards are deactivated.
- Incorporate previous year's history of financial transactions into a new general ledger or cash worksheet to track revenue and expenditures for Council. (Note: 2002 thru 2007 are on Excel worksheets by Vic Tuinenga; 2007 to 2009 were done on Quicken by Peter Wolf.)
- Prepare June 30 year-end financial report and have someone else review it prior to submitting to RVS before Oct. 1.
- Request and review School/Teachers' wish list of their funding requests for the upcoming school year.
- Prepare budget for July 1 to June 30 fiscal year and submit to Council Executive for their review and discussion.
- Attend Council Executive and General Meetings (monthly during school year) and provide the Treasurer's report (bank balance, outstanding cheques, anticipated revenue) to Council. Provide written report to Secretary for Minutes.
- Arrive a bit early before Executive meetings to deal with administrative items.
- Pay/reimburse Council members by cheque for approved expenses made on behalf of Council. Use expense report forms located in binder and collect receipts for records.
- Determine anticipated length of your tenure and communicate that to Council Executive. Start working on succession planning early enough to provide for smooth transition, whenever possible.

PAST CHAIR

- Act as advisor to the School Council
- Chair elections at the AGM
- Act in public relations capacity and host at meetings
- Assume any vacated Executive position, on an interim basis, if requested
- Have the option of remaining as Past Chairperson should a successor be unavailable

GRADE REPRESENTATIVES

At least two representatives are required from each grade to represent the needs of the parents in that grade.

GENERAL DUTIES

1. Gather information from parents or distribute information to parents as requested.
2. Meet the previous June to decide how they will assist with start up for September.
3. In September, divide the list of parents up alphabetically among the Reps for each grade, and contact all parents, introducing the Grade Reps and inviting the parents to participate in Council by attending meetings, and to contact their Reps with any concerns.
4. Attend School Council meetings and report any concerns from Grade's parent population.

SPECIFIC DUTIES

Grade 9 Representative

1. Meet the previous June to decide how they will assist with the Grade 9 Orientation.

2. Organize one of two Staff Appreciation meals, on evenings when Parent-Teacher interviews are held. (In 2009, one date was in March, the other in April.) Meet with Grade 10 Reps to decide which date each group will coordinate.

Grade 10 Representative

1. Organize one of two Staff Appreciation meals, on evenings when Parent-Teacher interviews are held. Meet with Grade 9 Reps to decide which date each group will coordinate.

Grade 11 Representative

1. Assist the Grade 12 reps with recruiting and organizing parent volunteers for Grade 12 Grad fundraising events such as, but not limited to, the Fashion Show. Attend the Grade 12 Grad Committee meetings (as required) to be able to offer assistance if needed prior to and during fundraising events, and to better understand specifics of the events.

Grade 12 Representative

1. Plan and carry out the Grade 12 Farewell and fundraising events related to the Farewell, including the Silent Auction/Talent Show (was held in Nov/09), Fashion Show (was held in April/09), gown fittings and other grad preparations as requested, arranging a guest speaker for the grad ceremony.

VOLUNTEER COORDINATORS

Assist the school with various functions during the year by recruiting parent volunteers. Some duties include:

- Providing a volunteer form to the school to go out with the September packages.
- Compiling and maintaining a database of all parent volunteers and distributing this information to the grade representatives and other appropriate personnel (i.e. textbook and library volunteers to staff) as requested through the year.
- Compiling and maintaining job descriptions for the various functions.
- Recruiting volunteers for such things as dances, textbook roundup, the test centre and photo day.
- Assisting in volunteer recognition by maintaining a visible list of parents volunteering. (This does not include the athletic program as they handle their recognitions themselves.)
- Updating the volunteer recognition listing located in the main entrance of the school.
- Attending the Council General meetings on a monthly basis and the Council Executive meetings as requested.

ATHLETIC REPRESENTATIVE

- Work with the office Staff Member who has responsibility for the sports portfolio.
- Establish regular and preferred communication with that Staff Member, the Athletic Director and the coaching staff (meetings, email and/or telephone).
- Support the Staff in their effort to communicate with the school community (i.e. timely and comprehensive list of sports offered, tryout timeframes, season start/end dates, time/money expectations, and results)
- Determine volunteer support needs for all sports (annual list of sports offered, roles needed, time commitments and staff contact).
- Recruit, train, place, monitor and support sports volunteers if required.
- Complete assignments from the Athletic Director (e.g. update seasonal bulletin board, update plaques, coordinate communications in newsletters/web pages).
- Report as required to School Council.

BUSINESS REPRESENTATIVE

- Attend meetings as required and keep record of items discussed for follow-up
- Identify/contact speakers as required, and establish dates when speakers come to School.
- Report to the School Council on committee matters
- Represent area businesses and any business interests that have the potential to impact SCHS
- Actively seek areas where SCHS and local businesses could be of mutual benefit

COMMUNITY REPRESENTATIVE

The role of the Community Representative is to be a link between the school body and the community. They are responsible for attending meetings and providing reports on the happenings within the community as it relates to the students, parents and staff of the school. They may consult and provide assistance when looking for funding opportunities. They may assist with bringing in outside presenters or resources to educate on certain topics such as drug awareness, bullying or volunteering.

FRENCH PROGRAM REPRESENTATIVE

Mandate: To support French Language programs as required by the French Department and through liaison with Canadian Parents for French (CPF) Springbank Chapter.

Key Contacts:

- Assistant Principal in charge of French Program
- French Department Head
- Canadian Parents for French – Springbank Chapter

Affiliation: The French Rep must also hold the position of High School French Rep on the Canadian Parents for French Springbank Chapter Executive.

Responsibilities:

1. Identify opportunities to support FI/FSL programs by obtaining a prioritized list of resource needs from French Language Department head, and present those needs to the CPF executive to obtain a fair share of annual CPF fundraising dollars.
2. Work with the school receptionist to Coordinate annual CPF fundraising (i.e.: Simple Simon Pie coupons) effort by ensuring inclusion in High school newsletter in a timely manner. This includes providing newsletter insert electronically, collecting forms, and distributing program materials.
3. In March, in an effort to minimize FI attrition between the middle school and the high school, the High School invites grade 8 French Immersion students to a morning orientation. The high school rep's role is to:
 - a. Work with assistant principal to source any program speakers or resources- usually CPF president will say a few words
 - b. Source and host French themed breakfast for approximately 80-100 people (this means a trip to Costco and a buffet)
 - c. Source a few parents – usually CPF parents are more than willing to help set-up, serve and tidy up on the morning.
4. CPF sponsors Esprit de Français awards during the annual awards night held in the fall. This is a cash award provided to students in grades 9-12, who have demonstrated the embodiment of French culture and spirit in their school activities. The award is determined by the French Language department, however the certificate is developed by you in conjunction with CPF as is the coordination of \$500.00 funds from CPF to the High School. The award is presented by the president of CPF.
5. Identify any opportunities for the ongoing promotion of French Language and culture within the school.

FRIENDS OF SCHS SOCIETY REPRESENTATIVE

The Society Representative will be the Chair, or other appointed member, of the Society Executive, who will provide updates to the Council Executive and at General Meetings to keep the Council apprised of developments in the Society.

Responsibilities:

- Communicate with Society Executive, and possibly Council Executive, prior to Council meetings to gather information needed to provide financial updates and other reports to Council.
- Attend Council General meetings, and Executive meetings as requested, to present the financial report for the Society (bank balance, outstanding cheques, anticipated revenue and expenses) to Council and discuss any significant matters concerning fundraising campaigns or other pertinent business. Provide written report to Secretary for the Minutes (via email prior to meetings, if possible).
- Review the School/Teacher's wish list of funding requests for the upcoming school year with the Council Executive, and participate in formulating a recommendation to Council concerning which requests to raise funds for in that school year.
- Communicate with Council members, School Administration and Student Council about fundraising campaigns and what the Society is working on to raise money for the school.
- Liaise with Community Rep and Business Rep about matters pertaining to fundraising in the local community and how the school can benefit through increased and ongoing participation with community partners.
- Present a year-end financial report to Council and seek a motion to have the financial statements approved by the members and have the annual return submitted to the Alberta Registry by an officer of the Society.
- Pay/reimburse Council and School, as applicable, by cheque for approved expenses made on behalf of Council and the Society. Use expense report forms located in binder and collect receipts for records.

Job Descriptions for SCHS Parent Volunteer Positions

FASHION SHOW

(Organized by the Council's Grade 11 Representatives)

- Get list of potential Grade 9-11 "Fashion Show" volunteers from Volunteer Coordinator(s). The volunteers should not have a student in Grade 12.
- 2-3 months before the event, contact all potential volunteers by phone or email and get their commitment to help out with the event.
- Liaise with Grade 12 organizers to specifically define what is required from Grade 11 volunteers.
- Grade 11 Reps have an organizational meeting with recruited volunteers prior to the night of the show or send an email to all volunteers confirming their attendance and describing what will be required of them.
- Grade 11 Reps attend the rehearsal night (usually the night before the show) so they can see exactly how the show will run and what is required of the volunteers.
- Do up a list of the acts (with the head student from each group identified) and the "order of go".

- Ensure all parent volunteers are given a copy of the list of acts and “order of go” on night of event.
- Have safety pins and bobby pins.
- Arrange to have a complete pre-inventory list of clothing/items from each store.
- Arrange to have parents either stay or new parents come after to assist with clean-up (it’s a long night).

Volunteers for Fashion Show (2010):

Boys change room	2 dads
Girls change room	2 moms
Ticket Sales/Door	1 parent
Group chaperones	10-15 parents (parents responsible for 1 or 2 groups depending on # of volunteers and # of student groups)
Runners	3 parents (usually Grade 11 Reps)

STAFF APPRECIATION MEALS

(Organized by the Council’s Grade 9 and Grade 10 Representatives)

- Receive list of volunteers who had offered to help with teacher appreciation dinner from Volunteer Coordinators.
- Send out emails well ahead of dates to volunteers to make up two lists for the different dates.
- Send out reminder emails a couple of weeks in advance as to what everyone had promised to bring.
- Send out email invitation to staff through Principal.
- Contact Dean DePaoli to get extension cords.
- Contact Librarian to book library for dinner use. (Had use of library from 1:30 pm to set up for dinner at 3:30.)
- Contact Food Science Teacher to get use of ovens.
- Contact Special Education Teacher to get use of oven and fridge in her room.
- Inform front office staff of date. (They accepted early donations of food and gave use of their carts to move food around.)
- Had leftover paper goods from Grade 10 Reps, but still needed to buy additional plates, cups, napkins and cutlery; purchased from Costco. Give receipt to Treasurer for reimbursement.
- Brought table cloths (8 from home); used plastic tablecloths on buffet tables.
- Bought butter and frozen lemonade. Used juice pitchers and serving spoons from staff room kitchen.

Day of Dinner:

- Arrived at 12:00 noon to accept donations and keep warm in ovens. Placed other items in fridge.
- Set up tables in Library and placed seasonal decorations on them (pumpkins in the fall and Easter themed in the spring)..
- Dinner started around 3:30 pm.
- Cleanup started at around 4:30, as teachers left to get ready for Parent Teacher Interviews.

Breakdown of food and volunteers required:

- 14 main courses (with vegetarian and gluten-free options)
- 8 salads
- 14 dozen squares/cookies (in batches of 2 dozen), including at least a couple of gluten-free options
- 1 cheese platter
- 4 volunteers to help with set-up
- 4 volunteers to help with serving
- 5 volunteers to help with clean-up

TEXTBOOK DISTRIBUTION

(Volunteers recruited by the Council's Volunteer Coordinators)

Shifts are:

Monday – Thursday	8:00 to 12:00	Friday	8:00 to 12:00
	12:00 to 3:00		12:00 to 2:00

Two parents for each shift.

Textbook distribution is done three times per year, in August/September, January and June. The week prior to school start (approx. last week in August) students pick up textbooks for semester one. In January during exam week, students will return semester one textbooks and pick up books for semester two. In June, all textbooks are returned. Each session is one week in length.

Duties are as follows:

Tables are set up in the front foyer. Returned books are checked for inappropriate wording or drawings and these are removed with eraser or whiteout. Any repairs are to be done at this time as well; i.e. retaping, binding, barcode replacement. The books are scanned in to the computer under the “check in” feature. Books are then neatly returned to the bookroom.

For textbook pick up, lists are available detailing grade, student name and books required. Pay close attention to the teacher indicated for particular subject as books can differ by teacher. (Note also that the lists include only four courses; grade 9 students take five courses per semester.) The student writes his/her name and the school year (i.e. 09/10) in the inside front cover of the textbook, in pen. Books are then scanned under the “check out” feature and the student’s name highlighted on sheets. If a textbook is not available, highlight only the book not issued and that lets us know the student has not been given that particular book. As new texts come in to the school, the librarian creates a catalogue entry for the first copy. The rest need to be added into the system (to be explained by textbook staff).

DANCES

(Volunteers recruited by the Council's Volunteer Coordinators)

Parent volunteers are to help teachers provide an adult presence at the dances so that students are mindful of their conduct.

There are two shifts for each dance: 6:45 to 8:45 and 8:45 to 11:15

Duties are as follows:

1. Watch access points to ensure students are not entering or leaving through doors other than the community use entrance.
2. Check washrooms periodically to ensure students are not hanging out there.
3. Watch dancers and inform staff when “inappropriate” touching is occurring.

It is the role of the staff in attendance to intervene the majority of the time.

PHOTO DAY/RETAKE DAY

(Volunteers recruited by the Council's Volunteer Coordinators)

Photos are taken in Room 150. Parent volunteers are required as follows:

8:30 to 12:00	Three to four parents
12:00 to 3:00	Three to four parents

Duties are as follows:

1. Upon arrival, set up the desk into three stations; A-G, H-P, Q-Z. If needed get paper and tape from the front office. Also ask the office for a listing of the student identification numbers for each grade for the year. Three parents handle the alphabetical designations and one floats as needed.
2. Each student receives an identity card upon arrival. Separate cards into grades based on the above mentioned alphabetical designations.
3. As the students arrive, ask for last name and grade. Give them their card and they join the photographer’s line.

4. For students that were not at Springbank last year, have them fill out a blank ID card and read them their student ID number from the list obtained in step 1.
5. Teachers fill out blank ID cards and designate themselves as STAFF.

TEST CENTRE

(Volunteers recruited by the Council's Volunteer Coordinators)

The test centre is a room where students can quietly write any tests they have missed. It is located in the front office. It is also a room where students can quietly serve suspensions. A parent volunteer is required for each of the following shifts:

Monday to Thursday: 8:20 to 12:00

12:00 to 3:05

Friday: 8:20 to 10:45

11:25 to 1:50

Test Centre Duties are as follows:

1. Parents sign the yellow Volunteer Binder when they arrive. It is located on the top of the filing cabinet.
2. As students arrive, have them sign the binder on your desk. If they do not have their test with them, the test will be in the top drawer of the metal file cabinet. Ask Linda for the key if the cabinet is locked. Please lock it back up at the end of your shift and return the key to Linda.
3. Green slips need to be completed when the student finishes their test. These are found in the volunteer's desk. The left side of the slip is paper clipped to the test and the right side goes with the student to give to their teacher. It is their proof they were in the test centre.
4. The finished test with the green slip attached stays with the volunteer. At the end of each shift, the completed tests are put into the teacher's mailboxes. The mailboxes are located in the staffroom across the hall. The teachers can come and get the exams if they need them right away, but the exams DO NOT leave with the students.

Test Centre Rules

1. No backpacks, food, phones, MP3's, headphones, or books allowed in the test centre.
2. If a student is suspected of cheating, an administrator needs to be informed immediately. Please carefully observe the student to be quite sure.
3. Unless the teacher has indicated that notes can be used on the exam, no notes are allowed in the test centre.
4. If the test centre is full, suspended students need to find another place to serve their suspension. Please contact a secretary. Test centre students have priority.

Rules for Students Serving Suspensions

1. Students are expected to be working. If they become disruptive or run out of work, please let a secretary know.
2. If students need to use the washroom, they are to use the one in the office. They are NOT allowed to leave the test centre for breaks or at any other time without permission. Please report any student leaving to a secretary.
3. Suspended students are required to spend the lunch hour in the test centre. They are allowed to leave prior to or just after lunch to buy their lunch at the cafeteria, however, they must return immediately.
4. Students on suspension do not need to be signed in. If you are not sure why a student is there, ask. They will let you know if they are serving a suspension.
5. No sleeping, talking or general disruptive behaviour is permitted.
6. The students may be suspended for one period, a half a day or a full day. They should inform you of their time period as they enter the test centre.

FIRE DRILL PROCEDURES

Fire drills are mandatory under the Provincial Fire Prevention act. We are required to have 6 fire drills a year. All members of the school community are required to take part. They are to evacuate the building immediately and in an orderly manner.

1. In the event of an alarm, all students are to stand and proceed in a quiet orderly fashion out of the designated fire exit. Teachers are to check classrooms to assure everyone has vacated the room. Doors should be closed but not locked. Check your classroom map for the assigned exit. If this exit is blocked, students are then to take the nearest appropriate fire exit. Whether in class or not, all students must vacate the building. *If the fire bell rings between periods, all school personnel are to evacuate the building immediately. Staff is to direct students to the nearest exit, and then proceed to where they would normally go onto the fields during a fire drill. Students are to report to the teacher whose class they were last in before the fire bell rang. Attendance is then to be sent to the front of the school via a student runner. After the fire bells have stopped, staff and students are to return to the school and proceed to the next scheduled period. The same procedures will apply if the fire bells ring during the lunch period. Students on spares are to report to the secretary at the front of the school.*
2. Classes will gather in single files in either the north or west areas of the school and will keep clear of the building. Everyone is to keep off of the access roadways, which will be needed for fire trucks.
3. Each member of the instructional staff in the school building at the time of the fire drill shall be responsible for the accounting of all students under their jurisdiction at the time of the fire drill. **Please send a student to report to the secretary at the front of the building. Send the names of students who are unaccounted for from your class and that your class has vacated the building.**
4. The following staff shall check these specific areas and report any problems to the administrator at the front doors:
 - Caretakers:** Showers, locker rooms, weight room and washrooms.
 - Research Center:** Washroom in science/math wing
 - Office Staff:** Infirmary and test center
 - Office Support Staff:** Washrooms across from office area
 - Administration:** Washrooms across from music room
 - Home Ec.:** Cafeteria and student gathering area.
5. An **all clear signal of 3 short class change signals** will indicate that students and staff may return to the building.
6. Each room in the school should have an evacuation route map clearly posted on the wall in a location that is visible to the persons occupying the room.
7. Don't forget:
 - class/subject register,
 - close all classroom doors and shut off lights, and
 - keep your class group together and quiet until the all clear signal is given.

LOCK-DOWN PROCEDURES

1. An announcement will be made by administration, **"THIS IS A LOCK-DOWN. SECURE YOUR CLASSROOMS NOW."** Administration will call 911 – or 932-2211 tell them where/who to contact.
2. Teachers and students will enter the closest classroom or secure area in all cases including class breaks.
 - Gym – lock the doors, turn off gym lights and attempt to go to the mezzanine and sit along the south wall. If the class is outside, go to the baseball dugouts.
 - Office staff – lock the doors, close blinds and hide in Mr. K's or Business Manager's office. IF THERE ARE STUDENTS IN THE TEST CENTRE LOCK THE DOOR, CLOSE BLINDS, COVER THE WINDOWS AND HAVE STUDENTS SIT ON THE FLOOR. IF THERE IS NO PARENT VOLUNTEER THEN LINDA WILL STAY WITH THE STUDENTS IN THE TEST CENTRE.
 - Caretakers- secure themselves in the closest room.

Job Descriptions for SCHS School Council Staff/Student Positions

TEACHER REPRESENTATIVE(S) (Staff Member(s) Appointed By Principal)

By-laws:

1. Actively seek to understand the views of the teachers.
2. Attend all regular School Council meetings, or provide an alternate and advise the Chair accordingly.
3. Communicate the views of the Teachers to the School Council.
4. Communicate the activities of the School Council to the Teachers.
5. Monitor and assist on any School Council Committee pertaining to Teachers.

Teacher Representative to School Council: (opinion of C. Faber)

The Teacher representative to School council should serve as a liaison between the two groups. As such, he or she should bring the concerns of teachers to the council and communicate their concerns back to the teaching staff on issues directly involved with the teaching of students. For example, the teaching staff has clear and at times opposing positions with regard to the number of professional days in the calendar year, as does council. Both sides should be aware of the respective positions and communicate that to the trustee and the administration.

Any issue that arouses concern on the part of either party should be discussed at council meetings. Hence the position of the Teacher representative was meant to be political when School councils were first envisioned in the mid-90's. The representative does not serve as a social liaison, communicating student activities, but as a spokesperson for the teaching professionals of the school, and should be a full voting member of the council.

In addition, the representative should approach council with regards to issues of program and requests for council funding to support these programs. This has been a traditional role of the representative and should remain as such.