

# Roles and Responsibilities of Site Representatives

## I. Worksite Leader

- A. Is a visible representative of PAEA (wear T-shirts, etc)
- B. Welcomes new teachers to the site (with New Teacher Packet)
- C. Represents members at general meetings and Rep. Council
- D. Has working knowledge of the contract (attend mandated trainings)
- E. Explains contract and benefit language to site members and site administrators
- F. Helps co-workers solve workplace problems at the site level
- G. Avoids making personal judgments on the rightness or wrongness of a teacher's position
- H. Identifies workplace problems and initiates the grievance process if necessary
- I. Notifies the PAEA President immediately about serious problems such as complaints by a student or parent or another district employee about a teacher

## II. Communicator

- A. Gets personal email addresses from members at site, based on training (secretary lists and personal contact)
- B. Distributes Association newsletters and flyers (Buzz, etc, both electronically and hard copies)
- C. Maintains Association bulletin board at site (once a month)
- D. Distributes and collects PAEA surveys and elections
- E. Holds PAEA site meetings on a monthly basis where the rep solicits and listens to members concerns and views (based on rep council "assignments")
- F. Keeps site members informed by sending out/forwarding emails with a clear context (can use templates/examples as guidelines)
- G. Contact site members personally to involve them in community events/board meetings/etc.

If there is more than one Site Rep at a school, tasks should be divided and each Rep should be in charge of specific tasks (i.e. only one Rep will be in charge of emailing the members at their site...)