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...