



---

## PA GRADE REPRESENTATIVE RESPONSIBILITIES

---

Key expectations for the PA Grade Representatives include a two-year commitment, regular attendance at monthly meetings, dissemination of information about upcoming PA events to grade level families, active participation in PA functions, and taking the lead as the chair of 1-2 PA events annually.

### ANNUALLY: NEW FAMILY WELCOME

At the Scottsdale Christian Academy Parent Association (PA), our primary mission is to bless and support the dedicated SCA faculty and staff throughout the school year, assist with community events, and provide a warm welcome to new families at the school. As a representative for SCA and your grade level, your role includes reaching out to new families, whether in person, over the phone, or via email, to offer a friendly introduction and position yourself as a resource for any inquiries they may have.

### MONTHLY: COMMUNICATION

Effective communication with your grade families and room moms is paramount in fulfilling our mission. Serving as the communication hub for your grade, you will collaborate with grade room moms, MS/HS teacher representatives, and STUGO reps as needed.

### EVENT COORDINATION:

- **Recruitment and Documentation:** You will recruit parents from your grade level to join your event committee, fostering a collaborative approach in line with our mission. Additionally, meticulous completion of documentation for event binders ensures smooth coordination.
- **Festival of Trees:** Collaborate with your grade to contribute to the annual Festival of Trees by creating and gathering items, as well as raising funds to enhance the event, aligning with our commitment to community-wide events.
- **Auction and Gala:** Take charge of coordinating the Grade Level Basket for the annual Auction and Gala, actively gathering funds and/or items to contribute to the success of this significant event and supporting our mission of blessing and supporting the SCA community.

Your dedication to these responsibilities plays a crucial role in creating a cohesive and supportive community within Scottsdale Christian Academy, aligned with our mission to bless, support, and nurture everyone at SCA.