

School Record Keeper



Purpose: To ensure that parent participants are in compliance with school and PTO health and safety policies.

Prerequisite/Requirement: Computer access and computer literate.

Job Responsibilities

- Maintain records of Ocean Shore School families regarding volunteer driver form, drivers' licenses, auto insurance, TB status, annual Parent Contracts, etc. and prepare monthly reports for ombud and field trip chair use.

Financial Responsibility: None

Hours recording procedure: Procedure: Hours are calculated on per month basis for 10 months (Sept. to June) and are automatically posted by the hours recorder each month.

Hours earned: 65

Reports to: President

Selection Process: This position will be filled by the PTO Executive Board appointment. Please sign-up if you would like to be considered for it. You may be asked to submit a written statement outlining your qualifications. You may submit your name to the PTO President or sign the sheet below at any time until the end of the May General Meeting.

Term: August to June

Candidates

Revised 4/18