

Parent Resource Monitor



Purpose:

Prerequisite/Requirement: None

Job Responsibilities

For the purposes of this job description, “maintain” means keep areas clean, organized, and updated. Any equipment maintenance needs should be reported to President or Custodian.

Beginning of year

- Empty all family folders of last year’s fliers, info. Leave any personal items.
- Add new family parent folders as instructed by Prospective Parent Liaison
- Remove family folders of departing families as instructed by Prospective Parent Liaison
- Repair broken/torn parent files as needed.

Weekly

- Maintain Parent Room and all parent gathering areas including: Parent folders, Parent desk and Parent Bulletin Boards
- Maintain supplies for parent desk.
- Add/Remove any family folders

Fiscal Responsibility: None

Hours recording 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: 10

Reports to: 3-5th Grade Reps

Selection Process: Elected by the General Membership

Term: August 15 to June 30

Candidates

Reinstated: 08/2013
