



Job Coordinator

Purpose: To set up, maintain and publish a list of current PTO jobholders and set up spring elections.

Prerequisite/Requirement: Computer access required.

Job Responsibilities

- Maintain current job descriptions in 3 places:
 1. Binder at school;
 2. Shared Google drive (request access from prior Job Coordinator);
 3. OSS PTO website.
- Post Jobs Roster in Parent Hallway and Main Office.
- Provide to the Hours Recorder a list of jobholder’s names who receive hours automatically for the year.
- Create roster of all elected positions, include names of new jobholders and their phone numbers. Give to Roster Chair at least one week prior to September General Meeting for distribution with School Roster at General Meeting. Update as necessary.
- Update and edit job descriptions as directed by the Executive Board.
- During mid-February, email current jobholders to review their job descriptions for any changes to duties or hours. Follow up as needed for responses.
- Compile suggested edits to job descriptions and give to PTO President by at least one week before the April Executive Board Meeting. If helpful, schedule a meeting with the PTO President for late March to discuss job feedback.
- Post job descriptions on bulletin boards as directed by the PTO President for elections in May.
- Create ballots for spring elections and tally votes (if needed) with PTO President.
- No later than one week after elections, provide copy of job description to all jobholders.
- Maintain record of all current jobholders and inform PTO President of any vacant positions.
- Provide updated job descriptions to PTO Website manager for posting on website.

Financial 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: 20 **Reports to:** Lower Grade VP

Selection Process: Elected by General Membership

Term: August to June

Candidates
