

# PSD Parent Council Representative



**Purpose:** To represent Ocean Shore School PTO at PSD Parent Council meetings where all schools are represented.

**Prerequisite/Requirement:** A good job for someone who wants to be involved in district wide activities and policymaking.

### Job Responsibilities

- Attends all meetings of PSD Parent Council. The meetings are 1-3 times per year as decided by the superintendent.
- Communicates Ocean Shore School needs and concerns to Parent Council as applicable.
- Attends LCAP steering committee review/stake holders meeting and update PTO.
- Keeps Executive Board informed of Parent Council activities and concerns, and attends Ocean Shore PTO Executive Board meetings as needed.
- Is responsible for all activities surrounding Ocean Shore School's participation in the Elna Flynn award, including facilitating school nomination, participation in Tribune article, and presentation of award as well as organizing school's participation in award dinner.

**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:** 10      **Reports to:** President

**Term:** August to June

**Selection Process:** Appointment - this position will be filled by the PTO Executive Board. 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 close of the election.

Candidates

_____	_____
_____	_____
_____	_____

**Revised 3/21**