



# Hours Recorder

**Purpose:** In order for the PTO to monitor progress of family commitments, hours are recorded and published.

**Prerequisite/Requirement:** Computer and skill with database/spreadsheet software ie. Excel, Pivot table or other similar application.

## Job Responsibilities

- Keep a running tally or access in digital application all hours worked by *each* family. Each family will enter their own hours via a digital platform provided by PTO.
- Periodically (3 times per year), the Hours Recorder will review family hours and download a report of hours entered by each family.
- With each periodic review, Hours Recorder will notify the President, Upper/Lower Class VPs of families with low/minimum hours. Upon review with the Principal and/or teachers, families may be checked in with, including asking if they need assistance.
- Communicate with the Executive Board regarding any questions or issues related to hours reporting. Attend Executive Board meetings as needed.
- Send periodic communications to parents via ParentSquare to check in about inputting hours. This includes a presentation at the first general PTO meeting in September on best practices for recording hours.
- Prepare a year-end commitment report that shows total hours worked in each category.

**Financial Responsibility:** None

**Hours recording procedure:** Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

**Hours earned:** Full Commitment

**Reports to:** President

**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.

**Term:** July 1 to June 30

Candidates

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |