

Parent Representative



Purpose: Representatives serve as voting members on the PTO Executive Board, representing specific grade levels and classes. These representatives will also oversee PTO job holders to ensure they have what they need to successfully do their jobs.

Prerequisite/Requirements: Candidates should be willing to learn about PTO policies and procedures in depth, using the PTO Handbook and asking questions of the PTO president and vice-presidents as necessary.

Candidates should have good communication skills.

Candidates need to become involved in the school and be available to communicate regularly with PTO members.

Job Responsibilities

- Field questions and concerns from PTO general members.
- Assist parents with concerns. As necessary, bring these concerns to an Executive Board meeting or direct the parent to speak with the principal, ombud, or teacher.
- Attend monthly Executive Board meetings and participate as a voting member. Representatives must maintain a high level of confidentiality and stay non-judgmental.
- Communicate among teacher and/or ombuds and Executive Board regarding parent volunteer hours. Assist with distributing and obtaining information to/from families regarding their level of volunteer hours.
- Communicate monthly with the ombuds of the classes you represent to inform them of any Executive Board actions.
- Keep yourself informed of any issues at school so you can address them as necessary with ombuds and/or parents.
- Attend organizational meeting in August with all Parent Representatives, Ombuds, Field Trip Coordinators (coordinated by the Vice Presidents) to build relationships and improve communications.
- Sign up for and attend 1 or 2 Pacifica School District School Board meetings and report back to the PTO Executive Board.
- Participate in annual process of review/update of PTO Handbook.
- Actively participate in communicating on digital platform.
- 6-8 Grade Representatives – Assist Ombuds with organizing 1-2 staff luncheons and work with co-representatives to plan 2-3 community building events for respective grade levels each year.
- Oversee (monitor and advise) PTO job holders. See following list.

**K-2 Representatives
Representatives**

Kitchen Monitor
New Parent Coordinator
Psychomotor Coordinator
Resource Monitor
Art Room Monitor
Spirit Wear Coordinator
Beach Clean Up Coordinator
Propmaster

3-5 Representatives

Junior Olympics Coach
Parent Training Coordinator
Social Events Coordinator

6-8 Grade

Parent

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: 45

Selection Process: Elected by General Membership

Candidates: Sign up for a grade level grouping in which you will have a student. You may sign up for more than one grade level, however, you can only serve in one Representative position. If you are elected to more than one position, you may accept only one of them, and the person with the next highest number of votes within the grade level grouping(s) for the position(s) that you are forfeiting will be awarded that position.

Grades K-2 (2 Reps)

Reports to: Lower Grade VP

Grades 3-5 (2 Reps)

Reports to: Upper Grade VP

Grades 6-8 (2 Reps)

Reports to: Upper Grade VP

Revised 5/23