

Parent Resource Monitor



Purpose: To maintain the Parent Hallway with updated school and community resources.

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 Hallway 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 to be entered by the job holder on a digital hours-recording platform provided by the PTO.

Hours earned: 10

Reports to: President or vice presidents

Selection Process: Elected by the General Membership

Term: August 15 to June 30

Candidates

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Updated: 5/23