

ADMINISTRATOR REPRESENTATIVE

Qualifications:

- Be a current member of PTA.
- Be currently employed as a superintendent in Utah.
- It is preferred to have served one term on a local or council PTA board.
- Have a knowledge and understanding of PTA programs.
- Be familiar with and knowledgeable about education and legislative issues.

Job Description:

1. Know and support the mission of Utah PTA.
2. Utilize and update position procedure book and other materials and be ready to pass on to successor.
3. Review and update website pages related to this position on a regular basis.
4. Serve as a member of both the Utah PTA Board of Directors and Board of Managers.
5. Serve as an advocate for PTA and as the liaison to create a positive working relationship between the Utah PTA board of directors and the superintendents in Utah.
6. Serve in an advisory capacity to the Utah PTA board of directors, represent the superintendents, and keep the board informed about the superintendents' policies, positions, and concerns.
7. Explain PTA positions and disseminate PTA information to superintendents.
8. Attend all Board of Directors meetings when possible. Agenda time certain can be requested as needed.
9. Provide training at Leadership Convention as requested.