**WEBSITE INFO BELOW**

We are seeking new members to join the School Advisory Council for the 2019-2020 school year. We have the following positions available: **5 Parent Seats, 1 Community Partner, 1 Facilitator, 1 Organizer and 1 Secretary**. Mr. Holland our SDP Parent Liaison will oversee the parent elections. Please review the job descriptions below and provide a short description about your qualifications such as the grade level of your children in the school, past involvement with parent organizations or describe why you would like to serve on the SAC. Finally, indicate the position you are interested in and please e -mail your letter of interest to Mr. John Holland at jholland@philasd.org The letter of interest is required for all interested parents and community members. **Deadline for interest letters is April 4, 2019**. Thank you for your continued support.

**ROLES AND RESPONSIBILITIES**

 **FACILITATOR**

a. The SAC Facilitator will guide discussion during SAC meetings by keeping members focused on the meeting agenda and discussing all items within the meeting timeframe.

b. The Facilitator prepares the agenda for each meeting and ensures that items are aligned with the vision of the SAC.

c. If there are disputes or disagreements during SAC meetings, the Facilitator will act as a neutral mediator and resolve intra-SAC conflicts.

d. At the end of discussion, the Facilitator will call for and facilitate a vote if a decision must be made.

f. The Facilitator may act as the liaison between the SAC and other parent/family groups in the school (Home and School Association, Friends Of group, etc.) to ensure that all groups understand each other’s goals and can collectively improve the school.

**ORGANIZER**

a. The SAC Organizer will conduct community outreach for the SAC.

b. The Organizer will recruit new members, particularly parents/family members and community members, by developing outreach materials and/or downloading outreach materials from www.philasd.org/sac.

c. The Organizer will work closely with the School Principal during the Application and Election Procedure by facilitating the Application Process and creating and disseminating ballots to parents in the event that an election needs to take place.

d. During the Election Process, the Organizer will make phone calls to applicants (including parents/family members, staff, students, and community members) to confirm their place on the ballot.

e. The Organizer will also utilize outreach materials and practices to communicate the purpose of the SAC to non-members and lead efforts to promote the SAC at events in the school and community, including events such as Back to School Night, new parent orientations, civic association/community-wide events, etc.

f. The Organizer may act as the liaison between the SAC and external partners or organizations, such as faith-based partners, civic associations, businesses, etc. The Organizer may build relationships with these groups and can solicit in-kind donations/resources.

 **SECRETARY**

a. The SAC Secretary will work with the principal and the SAC Facilitator to print and distribute all materials for SAC meetings (sign in sheets, agendas, etc.)

b. The SAC Secretary will submit all required documents to the Office of Family and Community Engagement. These documents are the meeting agendas, meeting sign in sheets, and the SAC leadership roles, once they have been appointed by the SAC.

c. The SAC Secretary will ensure that all documents have been submitted properly and on time so that the SAC meets the SAC criteria outlined by the School District of Philadelphia Office of Family and Community Engagement.