



Sherwood Charter School Board - HR/Policy

About the Role

As the school board policy coordinator you'll be responsible for reviewing all new policies that come in from OSBA. These will then be presented to the board for possible changes and then board vote. Once you have made the changes on the document, you will send the changed version to the OSBA liaison for them to make the official changes who will then add to our website. The liaison will send you the revised copy and you will then forward to the SCS office. As the board HR coordinator you will be responsible for thank you notes throughout the school year and making sure staff and teachers get their annual and end of the year gifts.

About You

- No prior experience necessary
- Able to dedicate 2-3 hours a month to attend board meetings and to review policies. This time changes based on if there are policies to review or not. Also, time for thank you notes (this is minimal). Policies tend to come in batches. Some months you will have many and other months there will be none.

What You'll Do

- Monthly responsibilities
 - Determine if there are policies by checking OSBA website monthly. Policy updates may also come from the board chair via email.
 - Make sure these are reviewed and prepared for the board mtg (sometimes if there are many, we will schedule a special policy meeting to tackle multiple)
 - Once reviewed by board and voted, send the changed documents to the OSBA liaison who will take it from there.
 - January - board needs to vote on annual gifts for staff and teachers – to be given during Heart Week in February (historically have been \$50 gift cards, which is max Board is allowed to give within calendar year).
 - April/May - Discuss end of year staff/teacher gift of charter school logo apparel.
 - Thank you notes or notes of encouragement (as needed).

Interested in applying or have more questions about the role? Please email scsboard@sherwoodcharterschool.org