



LOCAL SCHOOL COUNCIL ELECTION COORDINATOR JOB DESCRIPTION

Background

The LSC election is conducted in three phases:

1. Tasks to be completed before the election
2. Tasks to be completed during election day
3. Tasks to be completed after voting

It is the responsibility of the principal to ensure that all election related tasks are completed. Due to the high number and types of tasks, principals assign an LSC Election Coordinator (EC) to manage the tasks.

Before the Election

The EC is registered with and trained by the Office of LSC Relations and:

- Distributes letters and brochures to parents and staff about the election
- Posts election posters and signs at school
- Makes sure that nomination forms are distributed and accepted upon request
- Copies Candidate Forms and makes them available for public inspection
- Enters nominee information on LSC Dashboard (must obtain access from principal)
- Sends original candidate nomination forms and final List of candidates to OLSCR
- Coordinates election day
- Enters voter counts and candidate vote totals in LSC Dashboard on night of election
- Distributes Judge of Election Applications
- Posts Candidate Statements and List of Candidates in the school
- Notifies candidates and school community of Candidate Forum
- Conducts Candidate Forum
- Conducts lottery for ballot positions for all candidates
- Prepares official ballots
- Makes sure that Engineer and Security Officer will be present to open the building by 5:15 a.m. on Election Day
- Makes sure that election materials will be available to the election judges by 5:30 a.m. on Election Day (including specimen ballots, ballot masters, applications for ballot, Community Sign-in Sheets, Staff Sign-in Sheets, List of Staff Eligible to Vote, Student Alpha List, School Voting Boundaries, Poll Watcher Credentials, and other documents)
- Arranges for meals for Election Judges using funds sent to the schools internal accounts

Tasks to Be Completed During Election Day

Makes sure the following tasks are completed on election day per the following schedule:

5:15 a.m. Principal or Election Coordinator, Engineer and Security Officer arrive

5:30 am Election Judges arrive
5:45 am EC administers oath
6:00 am Polls open
12:00 pm Enter Count in LSC Dashboard (**total parent and community voters**)
12:00 pm Prepares checks for Election Judges
3:00 pm Enter Count in LSC Dashboard (**total parent and community voters**)
7:00 pm Polls close – Enter Counts into LSC Dashboard
After 7:00 p.m. Enter vote totals for each candidate into LSC Dashboard and posts election results

Tasks to be Completed After Voting

Before leaving the building on election day, makes sure that

- Final vote totals are entered into LSC Dashboard
- Vote totals are posted at the school
- All Security Envelopes are collected from Judges
- Checks are issued to Judges