

Daily Bulletin Coordinator

Maintains WHS Daily Bulletin email list to communicate with parent body. Sends out daily bulletin to keep parents informed. Receives 'ads' from Main Office, school faculty, ASB, PTSA, Clubs, Boosters, and various groups to ensure information is sent to parents email distribution. Sets deadlines for when 'ads' need to be submitted. Work with PTSA President , PTSA Secretary, and school administration to receive updates of upcoming events.