

School Director Job Description

Overview

Job Summary:

Serving as a school director is one of the most important responsibilities a citizen can undertake. As a school director, you and your fellow board members will establish education standards that will leave a lasting effect on your community for years to come. Charged by law with providing quality education for the children in your community, school boards, consisting of nine locally elected officials working in unison with the district's superintendent, dedicate themselves to the best interests of all pupils and all citizens, a task requiring constant effort and a strong commitment to serving others. When performing its governance functions, a school board's power and authority is exercised through the collective decisions of the entire board acting as a governing body. The law does not convey any power or authority upon individual school directors acting on their own merely by virtue of their office as a school director.

Summary of a School Board's Collective Job Functions

- ✓ Adopt textbooks and courses of study
- ✓ Approve the school calendar
- ✓ Provide for the necessary school facilities
- ✓ Adopt an annual budget
- ✓ Appoint a superintendent of schools and approve the hiring of necessary teachers and other employees
- ✓ Engage in good faith collective bargaining with units of unionized employees
- ✓ Levy taxes and appoint tax collectors under certain circumstances
- ✓ Adopt and enforce reasonable rules and regulations regarding school activities, publications, and organizations
- ✓ Ensure specialized instruction and accommodations are provided for children with cognitive or physical disabilities

Individual School Director Responsibilities

- ✓ Attend public board meetings, subcommittee meetings, special meetings, and executive sessions
- ✓ Review provided information prior to all meetings
- ✓ Ask questions to fully understand issues as a representative of the community
- ✓ Attend school functions and volunteer when appropriate and able
- ✓ Attend professional development opportunities as part of the board and as an individual director
- ✓ Protect the confidentiality of protected information

Qualifications:

1. S/he shall be of good moral character
2. At least 18 years of age
3. A resident of the district for at least one year prior to date of election or appointment
4. Not be a holder of any office or position of profit
5. Not be a member of the municipal council