

Job Title:	DISTRICT ADVISORY COUNCIL MEMBER
Department:	District (positions-all)
Reports to:	Superintendent
Classification:	Non-exempt
Employment:	Stipend / At-will
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified and support staff personnel.

SUMMARY

This position provides a formal opportunity for district administrators, faculty, and staff members to communicate and collaborate about district issues. The primary focus for this group will center on academics, operations, and school district finance. Members will share and receive information and insights as representatives of the students, parents, and employees of the district. Members will help develop recommendations and solutions that reflect the goals of the school district and the needs of various stakeholders. Members are selected annually based on the submission of a letter of interest and the recommendation of the building administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Receive input from fellow colleagues and other district stakeholders.
2. Correlate decisions to district objectives and goals (CSIP, Building Improvement Plans, etc.).
3. Focus discussion and decisions on improving student learning.
4. Coordinate with other members of the council, as well as district employees.
5. Submit concerns of district stakeholders to district leadership.
6. Prepare materials and information as needed to aid in decisions.
7. Maintain confidentiality.
8. Gather the thoughts and opinions of other stakeholders who have a vested interest in the district.
9. Serve as representative to communicate decisions of the committee as well as the administration.
10. Provide input to district leadership as to ways to improve operation, efficiency, safety and security.
11. Schedule additional meetings or co-council groups, as needed (Academics, Operations, Finance).
12. Assemble as a group monthly and as needed.
13. Serve as the executive committee for the LR sick leave pool.
14. Other duties as assigned by the District Administration.

SUPERVISORY DUTIES

N/A

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

A minimum of a high school diploma (or its equivalent), a basic knowledge of school district operations

Certificates, Licenses, Registrations

N/A

SKILLS AND ABILITIES

Language

Communication (written and verbal skills) – high proficiency

Computation

Math skills – high proficiency

Reasoning

Reasoning skills such as investigating and fact gathering, problem-solving, the ability to interpret and follow directions, take initiative, self-regulate, and collaborate with peers are critical to job performance – high proficiency

Technology

Microsoft Office (including Word, Excel, Access, Publisher, PowerPoint) – high proficiency

Additional Skills and Abilities

Interpersonal communication and the ability to work closely with a group – high proficiency

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Walking

Occasionally - .5 or less miles a day (such as inter-district travel from parking lot to building).

Hearing

The member is expected to hear conversation in a normal to occasionally semi-noisy environment.

Speaking

The member is expected to hold conversations and interact with fellow employees at normal conversational levels.

Seeing

This position requires occasional prolonged computer use.

Lifting

May be expected to lift up to 40 lbs.

Hours / Attendance / Travel

Beginning and ending time set by supervisor.

Regular attendance is an essential function of the job.

Outside of the normal Monday through Friday work hours. This position requires irregular hours – attendance at monthly School Board Meetings (evenings), semiannual School Board Study Sessions (evenings), strategic planning meetings, and other events/meetings as necessary.

Some travel is required – monthly meetings, study sessions, planning meetings, and other travel as necessary.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Typical office environment

Occasional deadlines

Risk of injury – minimal

Noisy environment – minimal

Distractions – minimal

Exposure to disease – minimal

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