



## PROVIDENCE HALL CHARTER SCHOOL

Company:	Providence Hall
Position:	<b>School Board Member</b>
Position Type:	Volunteer, Non-compensatory
Compensation Type:	None
Other Benefits or Compensation:	None
Department:	School Board

### **Primary Purpose**

Members of the school's board of trustees, acting as a unit, are ultimately responsible for the entire school operation including accountability, viability, and the overall success of the school. The Board ensures that the school is meeting the goals and objectives of the Charter. The Board empowers the school Principals and Business Manager, holding him or her accountable for compliance, performance, and achievement. The Board leads in fundraising and development; and promoting and advancing the school's mission, vision, values, and brand.

The Governing Board is the head of all aspects of school operation, and is responsible for achieving the school's mission. The Board oversees the Principals who are responsible for the entire academic program, trains and motivates all staff, manages the school's public relations efforts with students, parents, and the broader community. The Board oversees the Principals and Business Manager, who ensures fiscal and legal compliance with public education laws and regulations. The Principals and Business Manager reports regularly (either monthly or quarterly) to the Board to account for all aspects of school operations.

Through performing the Essential Job Functions, effective communication, reporting, exceptional public relations skills and superior work-product, board members contribute to a nurturing and engaging learning environment.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each Essential Job Function satisfactorily with or without reasonable accommodation. Requirements and Essential Job Functions are representative of minimum levels of knowledge, skill and/or abilities. An individual must successfully pass a criminal background check, including state, regional and/or federal fingerprint background checks and submit to drug testing as required periodically or randomly. For positions that include operating a motor vehicle, a valid Driver's License, acceptable Motor Vehicle Report (MVR) and successful completion of a State Division of Risk Management Defensive Driving course are required.

## Essential Job Functions—General

- Requires the ability to handle multiple tasks.
- Requires the ability at times to handle and maintain control in high-stress situations.
- Requires the ability to maintain confidentiality in all aspects of the job. Ensure that student, staff and family privacy is maintained by withholding any and all personal information on any person(s) from unauthorized recipients.
- Contribute to a positive school environment by maintaining a positive, pleasant demeanor in all situations.
- Provide positive reinforcement to students, staff and visitors.
- Requires excellent interpersonal skills to contribute positively to overall school morale.
- Possess, employ and display excellent customer service skills.
- Communicate effectively and politely with students, volunteers, parents and visitors to the school and foster and maintain cooperative relationships.
- Requires an attention to detail and excellent organizational skills.
- Ensure attendance at required meetings and events, including meetings or events at irregular hours or on extended days, including meeting the reasonable expectations of the state.
- Coordinate schedules and meetings. Attend meetings as appropriate or as assigned.
- Assist with developing and ensuring the school's positive public image is maintained.
- Adhere to school and administrative policies as instructed and/or outlined in school policy manuals, handbooks or other corporate materials.
- Ensure that a requestor receives a timely and appropriate response and/or resolution. Ensure that immediate and effective communication is used to communicate to the requestor when circumstances necessitate a delay in response time.
- Compile and prepare a variety of records, reports, memorandums, and other materials.
- Organize and maintain files and records.
- Ensure that a school historical file is maintained as it relates to the Specific functions and duties of this Position Description.
- Operate office machines.
- Perform other duties which may develop or as requested by the Board.

## Essential Job Functions—Specific

### School Governance

- Understand the school's mission, vision, goals, values, and brand as encapsulated in the school's charter
- Understand and keep up-to-date on public and charter school laws and regulations
- Attend regularly scheduled and special board meetings

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- Abide by the school's charter, bylaws, and applicable regulations and laws
- Develop goals, policy, limitations, and accountability measures for school officers
- Assist in the hiring process and monitor school officers
- Approve the school's budget at least annually and evaluate monthly budget reports
- Ensure all board members understand the role of the board in relation to school administration, faculty, and staff
- Manage conflicts of interest, including the inherent conflict of being a board member and parent, if applicable
- Assess the quality of the school's academic program and monitor results
- Monitor board actions for effectiveness, efficiency, and compliance with law, policy, and good practice
- Approve fundraising guidelines and goals
- Represent the school at development meetings
- Attend board development training
- Set and reach attainable board goals
- Serve as public ambassadors of the school to parents, staff, regulators, peers, and the public at-large
- Recruit and orient new board members as needed

### Physical Requirements

The Essential Job Functions present no physical risks or hazardous conditions outside of typical risks and conditions customary to a job of this type. The Essential Job Functions typically require the following:

- Carrying, lifting, pulling (10lbs.- 100lbs.+) 5%
- Walking/standing/sitting/other 95%

Major equipment used to perform the Essential Job Functions:

- Personal Protective Equipment (PPE)
- Ladders, carts, dollies, hand-trucks, etc.
- Office, workroom and classroom equipment
- Cleaning equipment and supplies
- Personal computer, including Apple computers

### Disclosures

All Essential Job Functions and other requirements are subject to possible modification to reasonably accommodate individuals with disabilities. In accordance with state law, this is a non-compensatory position with no wages or benefits of any kind.

School policy requires the use of Personal Protective Equipment (PPE). It is expected that all employees and board members working for the school will always take appropriate personal safety measures and precautions to minimize the risk of injury to self and others while performing Essential Job Functions or other duties as required. The school budget provides for such PPE. The school has procured safety materials and supplies for this purpose and stores them in the

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custodial and maintenance closets and/or storerooms for board, employee, student, volunteer or visitor use. Employees or others who do not use appropriate PPE put themselves and others at risk of injury or death and violates school policy. An employee or board member's failure to use PPE may result in employee discipline or termination of employment.

This job description in no way states or implies that these are the only duties to be performed by a board member occupying this position. Board members will be required to follow any other job-related instructions and to perform other job-related duties as requested by the Governing Board. All school handbooks, manuals, policies and procedures maintained by the school are not contractual in nature, and therefore may be waived, suspended, amended or abolished at the sole discretion of the school at any time.

This document does not create a contract, implied or otherwise or the expectation of continued appointment to the Board. The school is and will maintain an "at-will" employment relationship with all employees and maintains its rights insofar as board membership is concerned as outlined in the school's Charter. The relationship may be terminated at any time by either party for any reason, or for no reason, with cause and with or without notice in accordance with the Charter. The school reserves the right to update, amend, change or abolish any or all provisions of this Job Description at any time.

### **Equal Employment Opportunity (EEO) Policy Statement**

It is the policy of the school to promote equal employment opportunities through a positive continuing program. The school is an equal opportunity employer. The school will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, sex, religion, national origin, disability, veteran status, age marital status, or any other group protected by law.