

BLANCHESTER LOCAL SCHOOLS

JOB DESCRIPTION

Title:	BOARD OF EDUCATION MEMBER REF.	ADOPTED 4/15/2024
Reports To:	State government and school district residents.	
Job Objective:	Exercises responsible civic leadership and commitment to the school district's mission. Meets prerequisite legislative qualifications to be elected or appointed to the board of education.	
Essential Functions:	<p>1. Performs statutory and discretionary board duties. Establishes policies that support the development, delivery, and improvement of quality educational programs.</p> <ul style="list-style-type: none">• Adopts operating and capital budgets that enable the school district to implement board directives.• Advances governance standards as the board's primary duty. Actively participates in board and committee meetings. Provides advanced notice when an absence cannot be avoided.• Advocates for students. Supports access to inclusive educational opportunities for all students.• Approves employment contract terms and compensation packages.• Collaboratively employs a superintendent and treasurer to manage district operations.• Contributes to the development of a comprehensive district-wide strategic plan.• Develops a planning process that supports effective interactions and real-world problem-solving approaches for vested parties with divergent points of view.• Establishes, interprets, reviews, updates and authorizes board policies.• Exercises board authority only during legally convened meetings. Abides by majority decisions.• Implements assessment programs to measure the performance of the superintendent and treasurer before board action to renew or non-renew contracts.• Monitors fiscal management to help ensure the judicious use of district resources.• Supports the district's chain of command. Assumes oversight responsibility for the results of duties delegated to the superintendent and treasurer. <p>2. Consistently performs all aspects of the job. Diligently pursues high quality results.</p> <ul style="list-style-type: none">• Collaboratively develops effective solutions for work-related concerns.• Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.• Helps ensure the accuracy and privacy of confidential information.• Maintains a professional appearance. Wears work attire appropriate for the position.• Sustains an acceptable attendance record. Consistently complies with established work schedules. <p>3. Maintains open/effective communications. Serves as a reliable information resource.</p> <ul style="list-style-type: none">• Fosters goodwill and encourages relationships that enhance public support for the district.• Refers district administrative procedure questions to an appropriate school administrator.• Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.• Works with the superintendent and treasurer to ensure district resources are used effectively. <p>4. Pursues opportunities to enhance job knowledge and skill proficiency.</p> <ul style="list-style-type: none">• Participates in board governance training and educational leadership conferences.	

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as authorized by state legislative enactments.

- Helps evaluate and approve district strategies to advance organizational goals.

This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

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