

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
BOARD OF EDUCATION**

Summary: The Board of Education is the governing body of the School District. The Board is entrusted with the responsibility of developing policies under which the District is managed. The powers and duties of the Board are as stated in the Education Law and other applicable New York State Law. Complete and final authority on all District educational matters, except as restricted by law, will be vested in the Board. The Board may also enter into contracts and agreements in conformity with state law.

Essential Duties and Responsibilities:

Standards of Governance

1. Exercise duties and comply with obligations required by law.
2. Act officially only as a Board of Education.
3. Develop and adopt written policies in all areas of School District governance and operations in order to provide direction to staff and students and information to the community.
4. Maintain strong ethical standards. Avoid conflicts of interest between public position and professional career or private life.
5. Adopt standards for the conduct of school Board meetings and business, including use of agendas, Board committees, and community participation.
6. Assess Board performance regularly. Seek opportunities for Board growth and development.

Educational Program

1. Assess administrative and policy decisions by their potential to have positive impact on learning and achievement.
2. Develop and share clear expectations for staff and students as a community of learners.
3. Establish a cooperatively developed, District-wide vision of the purpose of schooling in the community as well as the rules, roles and relationships needed to realize that vision.
4. Adopt a strategic plan for implementing the District's vision or mission, incorporating individual school's goals and objectives, indicators of progress, and systems of program evaluation and student performance assessment.

Job Description (Continued)

Board of Education

5. Collaboratively develop and approve desired learning outcomes, performance standards and plans for District and school-based planning in support of the District's strategic plan.

Administration and Personnel

1. Hire an educational leader to serve as Superintendent of Schools. Adopt a description of his/her professional duties and provisions for performance evaluation as well as retention or removal from the position based on those evaluations and contractual obligations.
2. Through the Superintendent, retain and support a staff who meets the highest standards of quality and performance.
3. Establish and adopt policies regarding staff recruitment, development, evaluation, discipline and termination of employment.
4. Set priorities and procedures for negotiating staff and service contracts and ratify contracts as required.
6. Provide for a secure and healthful environment for staff and students by means that include ensuring quality in facilities and transportation services for students.
7. Assess and respond to needs associated with school facilities and equipment and maintenance or upgrading thereof.

Fiscal Management

1. Approve the budget and spending priorities; at the same time, seek to ensure adequate local, state and federal revenues to support the budget.
2. Approve construction projects, capital expenditures, contracts and budget reports within a framework of policy and delegated authority suitable for the Board.
3. Systematically link policies and decisions regarding allocation of funds with curriculum and instruction, based on desired learning outcomes.

School-Community and Governmental Relations

1. Engage in activities that promote a positive image for public schools and a public view of School Boards as advocates for children.
2. Utilize the community as an educational resource and asset through which the quality of learning and breadth of services to children may be enhanced through involvement. Conversely, promote the potential of schools, staff and students to strengthen the economic, civic and social health of the community.

Job Description (Continued)
Board of Education

3. Develop effective channels of communication with parents and the larger community to inform them regularly of school activities, to promote resolution of problems as close to their point of origin as possible, and to encourage ongoing dialogue about and understanding of issues and policies under Board consideration.
4. Promote local, state and federal intergovernmental and interagency collaboration to support comprehensive education for children, youth and their families.
5. Seek to shape and strengthen state and federal educational legislation, regulations and policies by defining and communicating their potential local impact to your elected representatives.

Reports to:	Elected by District Residents
Prepared by:	James Donovan
Approved by:	Dr. Roberta Gerold, Superintendent of Schools