

## MARION COUNTY JOB DESCRIPTION

Position Title: Board Member	Class Code: 7998
Department: Central Office	
Reports To: Not Applicable	
Approved By: Marion County Board of Education	Date: December 2010

**SUMMARY:** To work in coordination with the other Board members for the continued betterment and progress of the school system; to strive for high quality public education that supports the full development of all children, and the present and future welfare of the local community, the state, and the country.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Reads and considers the prepared agenda prior to each Board meeting.
- Keeps abreast of current educational issues within the school district, throughout the state, and across the nation.
- Makes every effort to attend all Board meetings.
- Becomes well versed in parliamentary procedure.
- Learns how to get and present facts, not merely interpretations of them.
- Devotes sufficient time, thought, and study to proposed actions.
- Considers alternative solutions to problems.
- Encourages ideas and opinions from students, staff, and citizens of the district, and endeavors to incorporate their views in Board deliberations and decisions.
- Works with the rest of the Board to establish effective Board policies by which the Superintendent can administer the schools.
- Establishes fair and equitable terms for evaluation of school employees.
- Selects sound instructional strategies and materials, and submits them to regular impartial evaluations.
- Bases decisions on the available facts and upon sound judgment and refuses to cater to individuals or special interest groups.
- Takes no private action that will compromise the school system, the Board, or the administration, and avoids being placed in a position of conflict of interest.
- Supports and protects the civil and human rights of all members of the school community.
- Respects the confidentiality of information that is privileged.
- Keeps an open mind that allows for accepting and/or evaluating new concepts.
- Shares the responsibility for all Board decisions, regardless of the individual vote.
- Supports the authority of the Superintendent and respects the spheres of responsibility that properly belong to the school administration.
- Strives for teamwork within the Board as much as possible.
- Keeps the “**Code of Ethics**” for Board members constantly in mind in making judgments and decisions.
- Evaluates the Superintendent based upon performance in accomplishing short range and long range district goals and administrative objectives.

**SUPERVISORY RESPONSIBILITIES:** None

*QUALIFICATION REQUIREMENTS: 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**QUALIFICATIONS:**

- Must have High School diploma or equivalent.
- Must be at least 24 years of age.
- Must have been a citizen of Kentucky for at least three years preceding the election, and must be a voter of the District in which he/she is a candidate.
- Must meet annual in service training as required by law.
- Such additional qualifications as the Kentucky General Assembly or the Kentucky Board of Education may find appropriate and acceptable.

**TERM OF SERVICE:** Four-year term. Elected by the voters of the district in which he/she resides.

*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 the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as files or computer reports. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate to loud.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this*

*position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*