

**PRIMARY FUNCTION:**

A Governing Board member exercises authority only by a majority vote of the collective body convened in a legally noticed and agenda meeting. As a collective, the Board is responsible for the general control and direction of education in the district and is empowered to finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. This broad authority shall be exercised in accordance with the State and Federal Constitutions, laws, and regulations. The Board may execute any powers delegated by law to it or to the district which it governs, and shall discharge any duty imposed by law upon it or upon the district it governs. The Board functions as the trustee/owner of the school district's assets.

**DIRECTLY RESPONSIBLE TO:** Voters, parents, guardians, community members in the Fairfield-Suisun Unified School District

**RELATIONSHIP TO STUDENT ACHIEVEMENT:**

Provide governance leadership and citizen oversight of the district in order to provide each student with a high quality education.

**ESSENTIAL FUNCTIONS AND ASSIGNED RESPONSIBILITIES:**

Acts as part of a seven member Board to take action in official Board meetings that have been called, scheduled, and conducted according to district bylaws and the statutes of the state.

Works with other members and the Superintendent to ensure that a high-quality education is provided to each student by.

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and focusing on student learning, conduct, and achievement.
2. Establishing an effective and efficient organizational structure for the district by:
  - a. employing the superintendent and setting policy for hiring other personnel
  - b. overseeing the development and adoption of policies
  - c. establishing academic expectations and adopting the curriculum and instructional materials
  - d. establishing budget priorities and adopting the budget
  - e. providing safe, adequate facilities that support the district's instructional program
  - f. setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements
3. Hiring and establishing goals for and evaluating the Superintendent as he or she implements the Board's direction by:
  - a. establishing and adhering to standards of responsible governance
  - b. making decisions and providing resources that support district priorities and goals
  - c. upholding Board policies
  - d. being knowledgeable about district programs and efforts in order to serve as effective spokespersons
  - e. conducting an annual evaluation of the superintendent in a timely manner

**GOVERNING BOARD MEMBER****JOB DESCRIPTION (continued)**

4. Ensuring accountability to the public for the performance of the district's schools by:
  - a. setting policy for the evaluation of other personnel (through contracts, law, and agreements)
  - b. monitoring and evaluating the effectiveness of policies
  - c. serving as a hearing and appeals body in accordance with law, Board policies, and negotiated agreements
  - d. monitoring student achievement and program effectiveness and requiring program change as necessary
  - e. monitoring and adjusting district finances
  - f. monitoring the collective bargaining process
5. Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels.
6. Representing the Board at various school events, particularly those held at specific sites assigned annually on a rotating basis.
7. Participating in professional development and committing the time and energy necessary to be an informed and effective leader.
8. Recognizing and respecting differences of perspective and style on the Board and among staff, students, parents, and the community.
9. Valuing, supporting, and advocating for public education.
10. Understanding the distinctions between Board and staff roles, and refraining from performing or attempting to direct management functions.
11. Keeping the district focused on learning and achievement for all students.
12. Communicating a common vision.

**SUPERVISION EXERCISED AND RECEIVED:**

EXERCISED: Superintendent

RECEIVED: Voters, parents, guardians, and community members (responsible to these groups but not directly supervised by them)

**MINIMUM QUALIFICATIONS:**

1. 18 years of age or older
2. a citizen of the state
3. a resident of the school district
4. a registered voter
5. not legally disqualified from holding civil office
6. not employed by the district

**GOVERNING BOARD MEMBER**

**JOB DESCRIPTION (continued)**

**PHYSICAL ACTIVITY REQUIREMENTS:**

***Work Position (Percentage of Time):***

Standing: 25

Walking: 25

Sitting: 50

***Body Movement (Frequency):***

**None (0)**

**Limited (1)**

**Occasional (2)**

**Frequent (3)**

**Very Frequent (4)**

Lifting: 1

Bending: 1

Climbing Stairs: 1

Pushing and/or Pulling Loads: 0

Reaching Overhead: 0

Kneeling or Squatting: 0

Climbing Ladders: 0

**SALARY AND BENEFITS:**

Stipend of up to \$400 per month for full attendance at all meetings. Possible deductions for absences at Board meetings (both regular and special meetings). Benefits available to each Board member are the same as that offered to management employees.

**Board Approved: 05/23/13**