

JOB PROFILE
OF

KENTUCKY SCHOOL BOARD MEMBER

PREPARED FOR



BY
THE FACILITATION CENTER AT ECU

KENTUCKY SCHOOL BOARDS ASSOCIATION
ANNUAL CONFERENCE

KENTUCKY SCHOOL BOARD MEMBER JOB PROFILE

KNOWLEDGE

Knowledge of:

- District Chain of Command
- District's Diversity
- Education Language
- Funding Opportunities
- KSBA
- Legal
- Policy Revenue Streams
- Role as a Board Member
- Student Achievement

SKILLS

Skills in:

- Ability to Analyze
- Collaboration
- Communication
- Critical Thinking
- Dealing with the Media
- Disagree Agreeably
- Listening
- Manage Change
- Problem Solving
- Teamwork

TRAITS

- Creative
- Dependable
- Honest
- Humble
- Integrity
- Respectful
- Supportive
- Team Player
- Understanding
- Visionary

KENTUCKY SCHOOL BOARDS ASSOCIATION

The Kentucky School Board Association would like to thank its members for their hard work and dedication to the students of Kentucky every day and say a special thank you to those members who participated in this project.

Development History

Initial Profile Development	November 8-9, 2006
Validation Panel	December 11, 2006
General Membership Validation	KSBA Annual Conference, February 24, 2007
Task Analysis Panel	July 23, 2007

DACUM OCCUPATIONAL ANALYSIS

The DACUM process incorporates the use of a focus group in a facilitated storyboarding process to capture the observations of high performing incumbent workers regarding the major duties and related tasks included in an occupation.

This DACUM profile was facilitated and developed by the following Eastern Kentucky University Staff:

Sarah Gilbert

Karen Russell

Bruce Wolford

In Conjunction with



For additional information on the DACUM Occupational Analysis Process visit:

<http://dacum.eku.edu/>



KENTUCKY SCHOOL BOARD MEMBER

...works as a team member to govern the activities of the school district by setting policy and providing resources to improve achievement for each student in the district.

DEVELOPMENT HISTORY

1. **Initial Profile**
November 8 - 9, 2006
2. **Validation Profile**
December 11, 2006
3. **KSBA Annual Conference**
February 24, 2007

DUTIES

TASKS

A BUILD SCHOOL DISTRICT LEADERSHIP	A-1 Establish strategic plan NW VW	A-2 Determine impact on student achievement C	A-3 Conduct team evaluation of Superintendent F NW	A-4 Approve district improvement plan F	A-5 Participate in professional development C NW VW	A-6 Participate in self and board evaluations C F NW
	B-1 Approve annual budget C NW VW	B-2 Determine impact on student achievement F NW VW	B-3 Set school district tax rates NW	B-4 Oversee facility planning and maintenance NW VW	B-5 Review district expenditures and variances F NW	B-6 Approve annual auditor report NW VW
	C-1 Review policy updates	C-2 Determine impact on student achievement C F NW	C-3 Determine need for new or revised policy F NW	C-4 Seek recommendations	C-5 Direct policy adoption process NW VW	C-6 Ensure policy implementation VW
	D-1 Participate in community events C F	D-2 Provide public presentations VW	D-3 Promote student achievement impact C NW	D-4 Serve on local / statewide committees C VW	D-5 Respond to citizen inquiries F	

FOCUS ON STUDENT ACHIEVEMENT

Guiding Principle:

Every decision or action of the Board shall reflect their commitment to improving student achievement.

LEGEND OF PRIORITIZED TASKS & PERCENT OF RESPONDENTS

C	= Criticality	0 - 33%
F	= Frequency	34% - 66%
NW	= Training Needs of New Workers	67% - 100%
VW	= Training Needs of Veteran Workers	