



# Town of Blandford Massachusetts

<b>Job Title:</b> School Committee Member	<b>Location:</b>
<b>Job Type:</b> Elected	<b>Reports To:</b> Town Selectmen
<b>Hours per Week:</b>	<b>Pay Basis:</b>

**OVERVIEW:** Responsible for developing an educational plan for the students within the district that is consistent with current educational standards, developing trends within available resources, with the goal of providing the best possible education to all students.

## **JOB DUTIES:**

- Act as an official of the town, representing the town in matters relating to student education.
- Regular attendance at School Committee meetings.
- As requested, attend select board meetings to present on matters related to the district.
- Keep town officials apprised on all matters relating to the schools and the Committee.
- Work collaboratively with other Committee members and town officials, without dominating the Committee or neglecting responsibilities to the residents and students.
- Continuously evaluate alternative opportunities for any potential means of providing education to students within the town, outside of the existing structures.
- Respect the privileged communication in executive sessions. Maintain strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record once it has been approved for release.
- In partnership with the Committee:
  - Establish and periodically review educational goals and policies, consistent with the law and the statewide goals and standards established by the Board of Education.
  - Review and approve adoption or revision of curriculum and textbooks.
  - Evaluate the effectiveness of its policies and their implementation.
  - Develop a fiscally responsible school budget that fits within the available resources of the towns. Submit proposed budget to the town officials and adapt to changes in school operations and/or available revenue during the course of the school year.
  - Interoperate of the needs and desires of the community in educational matters.
  - Provide adequate and direct means for keeping itself, school staff and citizens informed about the schools and the districts educational performance.
  - Establish standards for the evaluation of personnel, standards for conduct in the schools and for disciplinary actions; hear appeals from disciplinary actions.
  - Appoint the Superintendent.
  - Performance annual review of the Superintendent that includes feedback from the town and is developed with the approval of the town select board.

- Establish and annually evaluate the compensation of the Superintendent.
- Vote and act impartially for the good of the students and all impacted parties.
- Refer questions and complaints to the proper school authorities and or town officials.
- Comply with the accepted code of ethics for School Committee members.
- Perform other related duties as required.

**GENERAL RESPONSIBILITIES:**

- Become familiar with the General Laws of the Commonwealth relating to education and School Committee Operations, regulations of the MA Board of Education, policies and procedures of this School Committee and school department.
- Keep abreast of new laws and the latest trends in education.
- Committee Members only have authority when acting as a Committee legally in session.
- Attend meetings, workshops, training and review publications to remain current on practices and new developments in assigned work areas.
- Represent the town in a professional manner at all times.
- Report all accidents, to self and/or property, as well as safety concerns to Town Selectmen and other related departments within 2 hours of the incident for non-emergencies. All emergency incidents must be reported immediately.
- Commit to maintaining a good working relationship with coworkers, other town officials and the general public.

**REQUIREMENTS – MINIMUM QUALIFICATIONS:**

- Must be a registered voter in the town from which he/she is elected or appointed and must take an oath of office as required by law.
- Have general knowledge of the objectives and programs of the regional public schools; know the functions/responsibilities of the School Committee as defined in the By-Laws.
- Within 1 year after initial election/appointment, complete 8 hours of orientation including a review of school finance, open meeting law, public records law, conflict of interest law, special education law, collective bargaining, school leadership standards and evaluations and the roles and responsibilities of school committee members.
- Receive and sign a receipt for a copy of the Massachusetts open meeting law governing the conduct of School Committee meetings in general and executive sessions.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively under time constraints to meet deadlines.

**WORKING CONDITIONS:**

- Light physical effort required to perform duties under typical office conditions, attend meetings, speak publicly and/or sit/stand for periods of time.