

School Employee Members of School Community Councils

Teachers, counselors and school staff members are responsible for the academic and well being of students in their charge. They evaluate student skills and knowledge, and design and implement instruction best suited for each child. They work as partners with local, state, and federal entities to determine academic goals, but are generally in charge of decisions related to methods of instruction. They are also partners with other personnel to manage school functions, extracurricular activities, and classroom resources. When most effective, the various school employees combine their efforts in teams and avoid isolation. *They welcome the viewpoints of parents to take input and show respect to them.* They are responsible to the school principal.

A Checklist for School Employee Members of a School Community Council

- *Understand the roles and responsibilities of school community councils. Recognize that the primary responsibility of the school community council is to improve student academic performance.*
- *Understand and follow the required procedures for becoming elected to represent faculty on the school community council as a co-chair, if the council chooses co-chairs as officers.*
- *Participate in training about council responsibilities, collaboration, student and school assessments, how to participate in preparing and editing school action plans, school trust lands that provide revenue to schools to implement the School LAND Trust Plan and the law that directs the money to be spent on the greatest academic need.*
- *Know where to find additional help and clarification, as needed.*
- *Attend school community council meetings and actively participate.*
- *Represent the needs of all students at the school and promote school goals among faculty. Offer support for district priorities in preparing school action plans.*
- *Encourage faculty input into school community council priorities, issues and decisions, including requests made of councils by the local school district.*
- *Encourage data based decision making.*
- *Keep the council informed of successful academic programs and their evidences of success as they make decisions about action plans. Share special expertise of faculty that might support the academic goals established by the school community council.*
- *Collaborate with the council and sub-committees and/or task forces, utilizing the skills and expertise each individual can offer, to bring about the best result for the students.*
- *Encourage the council to establish written procedures for parent notifications, elections and other council tasks and responsibilities, including rules outlining parliamentary order and procedure, ethical behavior and civil discourse.*
- *Be well informed and seek answers to questions and concerns before a vote is called for.*
- *Ensure that the required school plans are delivered to the local school board on time.*
- *Keep the faculty informed about successes towards achieving school/council goals. Be forthcoming about issues of concern and plans to make improvements. Provide support and encourage ongoing training for newly elected faculty members.*