

## **DODEA Pacific Guam District School Board Member Job Description**

The school board for the DoDEA/DDESS Guam District Schools is a five-member panel elected by parents and staff of the DoDEA schools on Guam. The School Board represents Andersen Elementary, Andersen Middle, Guam High and McCool Elementary/Middle School. The School Board members must have children attending at least one of the represented schools and may not be employees of the DoDEA Pacific Guam school system.

School board members are elected to serve a two-year term. Because many military families serve on Guam for two years, it is acceptable to serve a one-year term as long as it is for one entire school year (August – June). The time commitment is approximately 6 hours per month. Meetings include monthly agenda setting meetings, monthly school board meetings, monthly meetings with the high school student council, quarterly town hall meetings, and other meetings as requested by the District Superintendent. Additional time commitments may include school functions, liaison meetings, phone conversations with parents, and additional ad hoc committees.

Overview of specific duties of a school board member:

- ❖ Participates in the development and oversight of fiscal, personnel, and educational policies, procedures, and programs for the DoDEA/DDESS Guam School District consistent with Instruction Number 1342.25. This board serves strictly in an advisory capacity.
- ❖ Prepares agenda and approve minutes for school board meetings.
- ❖ Prepares an annual written on-site review of the Superintendent's performance for consideration by the Director, DoDEA/DDESS.
- ❖ Participates in the development of school policies, rules, and regulations, in conjunction with the Superintendent and recommends which policies will be reflected in the school policies.
- ❖ Attends school board training as provided by the district.
- ❖ Elects a member to serve as President and a member to serve as Vice-President for one-year terms.
- ❖ Prepares a schedule of school board meetings that meets the panel's and community's needs.