

# Breakthrough Montessori Public Charter School Board of Trustees

## Job Description

Winter 2021

### General Responsibilities:

Responsible for ensuring that the academic program of Breakthrough Montessori Public Charter School (Breakthrough Montessori PCS) is successful, that the school's program and operation are faithful to the terms of its charter, and that the school is a viable organization.

### Specific Responsibilities:

- 1 **Determine Breakthrough Montessori PCS's mission and purpose and keep it clearly in focus**
  - a Periodically review the school's vision and mission statement
  - b Understand and support the vision and mission statement
  - c Actively participate on one or more Board Subcommittees
- 2 **Select the Executive Director**
  - a Discuss and evaluate recommendations from the Board's Executive Committee to reach consensus on the Executive Director's job description
  - b Oversee a careful search process to find the most qualified individual.
- 3 **Support and review the performance of the Executive Director**
  - a Provide frequent and constructive feedback
  - b Listen carefully to Executive Director reports and participate in Board discussions
  - c Support Executive Committee efforts to review the Executive Director as needed
  - d Attend and participate in school functions during the school year
- 4 **Ensure effective organizational planning**
  - a Provide guidance to the Executive Director on School Vision, Mission and Function
  - b Review School organizational plans and provide guidance to the Executive Director
  - c Participate in Board Level Strategic Planning
  - d Review and approve an annual organizational plan that includes concrete, measurable goals consistent with the charter and accountability plan
- 5 **Ensure adequate resources**
  - a Review and approve school budgets, significant investments, fundraising targets and financial goals
  - b Assist in carrying out the development plan
  - c Make an annual gift at a level that is personally meaningful
- 6 **Manage resources effectively**
  - a Review and Approve the annual budget, working with Finance Committee reports and recommendations

- b Monitor budget implementation through periodic financial reports
  - c Approve accounting and personnel policies, working through relevant Committees
  - d Provide for an independent annual audit by a qualified CPA
- 7 Determine, monitor and strengthen the programs and services**
- a Assure programs and services are consistent with the mission and the charter
  - b Approve measurable organizational outcomes
  - c Develop and Approve annual, attainable Board and management level goals
  - d Monitor progress in achieving the outcomes and goals
  - e Assess the quality of the program and services
- 8 Enhance Breakthrough Montessori PCS's public standing**
- a Serve as ambassadors, advocates and community representatives of the school
  - b Ensure that no Board member represents her/himself as speaking on behalf of the Board unless specifically authorized to do so
  - c Provide for a written annual report and public presentation that details Breakthrough Montessori PCS's mission, programs, financial condition, and progress made towards charter promises.
  - d Approve goals of an annual public relations program
- 9 Ensure legal and ethical integrity and maintain accountability**
- a Support establishment of policies to guide the school's Board members and staff
  - b Develop and maintain adequate personnel policies and procedures (including grievance mechanisms) (working through the relevant committees)
  - c Adhere to the provisions of the school's bylaws and articles of incorporation
  - d Understand and fulfill Board Member roles, responsibilities, obligations, authorities and expectations under District of Columbia Law, relevant Educational and Non-Profit Regulations, and Board of Trustees Bylaws and Policies
  - e Conduct all business in an open, ethical and legal manner in accordance with DC Open Meeting Law and Conflict of Interest Regulations
  - f Adhere to local, state and federal laws and regulations that apply to the school
  - g Ensure compliance with all federal state and local government regulations
- 10 Recruit and orient new Board members and assess Board performance**
- a Define Board membership needs in terms of skill, experience and diversity
  - b Cultivate, check the credentials of and recruit prospective nominees
  - c Provide for new Board member orientation
  - d Conduct an annual evaluation of the full Board and individual Trustees

**Qualifications:**

Prospective board members would ideally possess many of the following qualities:

- Commitment to the long-term future of Breakthrough Montessori PCS
- Support of Montessori as an exemplary educational model

- Understanding of, and commitment to, the educational and community needs of Washington DC
- Support of charter schools and Montessori curriculum as an integral method of education reform
- Ability to evaluate alternatives and make informed and timely decisions
- Strong communication skills and an ability to work in teams
- Expertise in finance, development, education, human resources, and community relations are preferred, but not required
- DC residence is preferred, but not required

**Salary:**

Unpaid Board Position

## Breakthrough Montessori PCS Individual Trustee Performance Expectations Winter 2021

### General Responsibilities:

Each trustee is responsible for actively participating in the work of the Board and the life of the school. Each trustee is expected to affirm and strive to fulfill the performance expectations outlined below. These expectations are to be clearly articulated prior to nominating any candidate as a board member. The Breakthrough Montessori PCS Board will nominate the candidate only after s/he has agreed to fulfill these expectations. In addition to the responsibilities below, individual trustees are expected to help each other fulfill the tasks outlined in the collective Job Description of the Board of Trustees.

### Specific Responsibilities:

- 1 Commit to being an active advocate and ambassador for the values, mission, and vision of Breakthrough Montessori PCS.
- 2 Work with fellow board members to fulfill the obligations of board membership.
- 3 Behave in ways that clearly contribute to the effective operations of the Board of Trustees:
  - Focus on the good of the organization and group, not on a personal agenda
  - Support board decisions once they are made
  - Participate in an honest appraisal of one's own performance and that of the board
  - Build awareness of and vigilance towards governance matters rather than management.
  - Regularly attend board and committee meetings in accordance with the absenteeism policy. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair.
  - Be prepared to contribute approximately 8-10 hours per month toward board service which includes:
    - Attending a month board meeting (2 hours)
    - Participating on a board committee (2 hours)
    - Reading materials, preparing for meetings (1 hour)
    - Attending events at the school, assisting with fundraising and other ambassador tasks as needed (1-2 hours)
  - Keep informed about the school and its issues by reviewing materials, participating in discussions, and asking strategic questions.
  - Actively participate in one or more fundraising event(s) annually.
  - Use personal and professional contacts and expertise for the benefit of Breakthrough Montessori PCS.
  - Serve as a committee or task force chair or member.
  - Make an annual financial contribution and support capital campaigns at a level that is personally meaningful.