

Premier Arts and Science Charter School
Job Description
Board of Trustees

General Responsibilities:

Responsible for ensuring that the academic program of Premier Arts and Science Charter School (PASCS) 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. Uphold the mission and purpose of PASCS and keep it clearly in focus
 - Periodically review the mission statement which:
 - Serves as a guide to organizational planning, board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources.
 - Is used as the vehicle for assessing program activities to ensure that the organization is not drifting away from its original purposes.
 - Understand and support the mission statement

2. Select the Principal and CAO
 - Undertake a careful search process to find the most qualified individual.

 - Oversee and approve contract negotiation and renewal

3. Support and review the performance of the Principal and CAO

- Provide frequent and constructive feedback.
- Assist when board members overstep prerogatives or misunderstand their roles.
- Compliment for exceptional accomplishments.
- Provide for an annual written performance review with a process agreed upon with the Principal and CAO well in advance.

4. Ensure effective organizational planning

- Approve an annual organizational plan that includes concrete, measurable goals consistent with the charter and accountability plan.

5. Ensure adequate resources

- Approve fundraising targets and goals.
- Assist in carrying out development plan.
- Make an annual gift at a level that is personally meaningful.

6. Manage resources effectively

- Approve the annual budget.
- Monitor budget implementation through periodic financial reports.
- Approve accounting and personnel policies.
- Provide for an independent annual audit by a qualified CPA.
- Ensure adequate insurance is in force to cover students, staff, visitors, the board, and the assets of the school.

7. Determine, monitor, and strengthen the program and services

- Assure programs and services are consistent with the mission and the charter.
- Approve measurable organizational outcomes.
- Approve annual, attainable board and management level goals.
- Monitor progress in achieving the outcomes and goals.
- Assess the quality of the program and services.

8. Enhance PASCS's public standing

- Serve as ambassadors, advocates, and community representatives of the school.