

2009 / 2010 Pope John Paul II Catholic School Advisory Board

Position Descriptions

Chairperson:

The chairperson shall preside at all regular and special meetings of the School Advisory Board. This officer shall confer with the principal before the meetings to prepare the agenda, appoint ad hoc Boards as needed, report to the Advisory Board concerning particular problems which may arise, and appoint all Board chairpersons.

Vice Chairperson:

The vice-chairperson shall perform all the duties of the chairperson when the chairperson is absent or unable to act. The vice Chairperson will transition into the role of Chairperson upon the opening of the position of Chairperson.

Recording Secretary:

The Recording Secretary shall record the minutes of the meetings and send copies to all members, receive, conduct, and dispose of all correspondence as directed.

Mission Effectiveness Committee Chair:

The Mission Effectiveness Committee Chair will assure the alignment of all actions of the school within the catechism of the Roman Catholic Church, the vision / mission of the parish, and PJPII's mission and vision statements.

Student Performance Committee Chair:

The Student Performance Committee Chair will focus on assessment and enhancement of curriculum and pedagogical issues involved in academic excellence in the classroom.

The role of Student Performance member will review school policy regarding student assessment and the practices teachers employ to determine student academic growth and success. Performance assessment is ongoing and individualized. Performance assessment processes:

- Will provide a means for improving instruction, allowing teachers to plan a comprehensive, developmentally oriented curriculum based on their knowledge of each child.
- Will provide valuable data for parents, administrators, and other policy makers.
- Will put responsibility for monitoring what children are learning — and what teachers are teaching — in the hands of teachers.
- Will involve annual administration of the ITBS which is a standardized test used to provide educators diagnostic data that can drive remediation and aid in curriculum decision for the classroom and individual students.
- Will facilitate an on-going discussion between the teachers and the administration as to what current research based assessment tools should be considered for appropriate and timely understanding of student learning outcomes.

The Student Performance Committee Chair ideally will be a faculty member on the PJPII staff who is involved in staff discussions and practice regarding all types of assessment. Knowledge of curriculum based assessment, normative testing, and portfolio generation should be key to the member's experience and understanding. The Committee Chair should show willingness to research data and present findings to the board for consideration of new school assessment policies is critical.

Planning Committee Chair:

The Planning Committee Chair will develop and maintain a process for monitoring progress towards the strategic plan. Also, the Planning Chair will facilitate the process of revising and / or updating the strategic plan.

The role of the planning member of the PJPII Advisory Board will be to:

- review the meeting agenda and minutes to ensure that activities and recommendations of the Advisory Board are congruent with the goals set forth in the strategic plan
- establish a “dashboard” to visually communicate the current status of the strategic plan
- periodically review the constitution, by-laws, and strategic plan, and make recommendations to the advisory board
- communicate with sub-committees of the advisory board and incorporate information from these committees into the dashboard

This member can be a school parent, teacher, parishioner, community leader, or other individual with a demonstrated interest in ensuring the long-term success of PJPII Catholic School.

Finance Committee Chair:

The Finance Committee Chair will monitor all aspects pertaining to the finances of the school. The Finance Chair will also assist in the facilitation process of developing the annual budget in alignment with the strategic objectives.

This position is to be filled by a person with a working knowledge of finances. Experience in working with non-profits will be considered a positive asset, however, not required. Suggested people for this position could be a CPA, CFP, accountant, college instructor, or a business owner, all of which may have contacts throughout the community that can be a positive influence on this position.

Institutional Advancement Committees:

Marketing Committee Chair:

The Marketing Committee Chair will assist the school in “brand building” through traditional and non-traditional marketing mediums and through the development of an annualized marketing plan. The Marketing Chair will also facilitate the development of any marketing materials needed to promote the school.

Development Committee Chair:

The Development Committee Chair will lead the process of acquiring / raising funds for capital initiatives, endowment programs, and an annual fund campaign.

This position should be filled with a person with experience in major fundraising and / or capital campaigns.

Operations / Building Maintenance Committee Chair:

The Operations / Building Maintenance Committee Chair will facilitate the evaluation, maintenance, and enhancement the campus facilities of Pope John Paul II Catholic School

Faculty Representative:

The Faculty Representative should be a current member of the Pope John Paul II Catholic School Faculty. This position has the responsibility of being the liaison between the faculty and School Advisory board.

Parent Representative:

The Parent Representative will be a current PTO officer. This position will be the liaison between the parents of Pope John Paul II Catholic School and the School Advisory Board.

The responsibilities of the Parent Representative to the PJPII Advisory Board are to advise the board on parental concerns regarding student learning and the parental community of the school. The Parent Representative will be the PTO President or a designated officer.

The Parent Representative will be point of contact for the parents of the school and be the conduit to bring concerns from all parents to the board. The Parent Repetitive has the fiduciary responsibility to bring any and all pertinent strategic concerns to the School Advisory Board that has been shared of them by a member of the parent community. The Parent Representative will also communicate the School Advisory Board activities and policies to the parent community.

Parish Representatives (2):

The Parish Representative will be an active member in St. Anthony's Church parish. This position will be the liaison between the parish of St Anthony and the School Advisory Board.

Ex Officio Members:

Pastor:

The position of pastor on the Advisory board shall be the standing pastor of St Anthony's Church parish.

Principal

The position of principal on the Advisory board shall be the standing principal of Pope John Paul II Catholic School.