## Director job description

**Gateway Lab School (GLS):** The Gateway Lab School believes that children, who have struggled to achieve academically in the traditional school environment and learn differently, have the capacity to achieve academic success and to realize individual learning potential. The teachers and staff of Gateway Lab School are committed to developing a sense of inquiry and love of learning in each student. This is accomplished by focusing on providing interventions in the areas of reading, oral and written language, math and motor skills. The social studies and humanities areas of study is supplemented through the Academic Club Method™ developed at the Lab School of Washington®, which provides a unique program that incorporates art, music, drama and hands-on learning experiences. Further, our social- skills/character-development curriculum, Responsive Classroom®, equips students with the knowledge to build relationships and approach new situations with confidence. Students will learn to advocate for themselves by gaining an understanding of how they best learn.

**Introduction**As trustees of public funds, the Board of Directors is responsible for ensuring the school’s long-term financial stability and integrity of the charter. The Board sets the strategic plan and ensures that the school fulfills its mission through ongoing oversight of school and staff activities.

General responsibilities

* Ensure that the Charter is fulfilled.
* Support the Mission Statement.
* Abide by and uphold all governing documents (federal and state laws/regulations, charter, articles of incorporation, by-laws, school policies etc.).
* Read and understand the financial statements and otherwise assist the board in fulfilling its fiduciary responsibility.
* Read and fully understand all prospective resolutions in order to make an informed vote.
* Attend board meetings and actively participate in decision-making.
* Share expertise with the board and staff.
* Be an advocate for the school; promote it in ways appropriate to your profession and contacts.
* Fulfill all fiduciary duties.
* Participate in short and long-range strategic planning activities.
* Ensure the school meets all legal and corporate requirements.
* Work to develop new leadership and recommend potential board members to the nominating committee.
* Avoid any conflict of interest or even the appearance of conflict of interest.
* Participate in school-wide events.

**Structure**As per its by-laws, Gateway Lab School Board is composed of a maximum of 11 Directors. Of the total membership, the Board is required to include 1 Teacher Director, elected by their peers, and 1 Parent Directors, selected by the current members of the Board (via an application and interview process). Directors may be parents or other individuals with the skills, experience and willingness to serve GLS, and are selected (via an application process) by the existing members of the Board. New Parent and Teacher Directors serve 2-year terms; whereas, new Directors serve 3-year terms.

**Sub-committees:**

1. Finance Committee/Citizens Budget Oversight Committee (CBOC)
2. Curriculum and Staffing Committee
3. Leadership and Governance Committee
4. Fund-raising Committee
5. Facilities and Operations Committee

Additional:

1. Compensation – representatives from Finance and Curriculum & Staffing Committees
2. Board Recruitment – representatives from Leadership & Governance and Community Outreach Committees

**Commitment**

1. BOD Meetings: Board meetings are held monthly on the third Tuesday of each month at 7:00 pm. Directors are expected to attend all monthly BOD meetings; however, absence with sufficient notification is acceptable but generally limited to twice annually. Preparation for and attendance at monthly BOD meetings averages 6 hours/mo.
2. Board Officers: The Board is led by a President, Vice President, Secretary and Treasurer. A Director who serves as a Board Officer (with the exception of Vice President) is not required to also serve in leadership position on a sub-committee (see below). Descriptions for each officer position are included in the By-laws. The requirements of each position are different; therefore, the associated time commitment varies. The President generally serves an additional 8-10 hours/mo. The Treasurer and Secretary generally serve an addition 4-6 hours/mo.
3. Board Sub-Committees: The Board has established 5 sub-committees in order to delegate responsibility and efficiently and effectively accomplish the School’s business. Each Director is expected to serve in a leadership position (Chair or Vice Chair) on at least one sub-committee, and to serve as a member of at least one other sub-committee. Sub-committees meet on average once per month but as often as necessary to fulfill their responsibilities. Sub-committees are expected to record their meetings, distributes minutes from each meeting to entire BOD and to report to the Board at BOD meetings. Meetings and activities associated with sub-committees averages 4 hours/mo.
4. Annual Meeting: The Board is required to have an Annual Meeting. In general, the Annual Meeting provides an opportunity for training and strategic planning. The Annual Meeting occurs on a weekend day in late-October/early-November and requires approximately 8 hours of time.
5. State of Delaware DOE Requirements: The DE DOE requires that all Charter School Directors attend a series of training sessions over the course of each School Year including: Finance Training, and Director training. These are generally held in the evening at several locations from 6-8 pm.
6. Task Forces and Other Positions: Directors are periodically required to serve as members of Board- organized task forces. Task forces are charged with accomplishing specific assignments or handling a specific school problem/issue. Task force commitments are generally concentrated but may involve anywhere from 4-10 hours of time. Further, a Director (generally a member of the Community Outreach and Fundraising Committee) serves as Board liaison to the Gateway Friends and Family (home and school organization). As such, the Director is expected to attend monthly GFF meetings (second Tuesday of the month from 7 – 9 pm. In addition, one Teacher Director, one Parent Director and two Directors are required to serve as a member of the CBOC (Citizens Budget Oversight Committee), charged with oversight of GLS finances. The CBOC meets monthly prior to the BOD meeting from 6 – 7 pm.
7. School Functions and Programs: Directors are expected to attend several GLS functions over the course of the School Year. Functions include: Back to School Night, The Gala (fundraising event), Art Show, etc.
8. Delaware DOE Background Check: The State of Delaware requires that every member of the Board of Directors submit to a background check (approx. $70 paid personally)

**Personal Character**

GLS Directors are required to maintain the highest standards of personal integrity and professionalism. They must agree to keep confidential Board discussions and decisions confidential. Violations of confidentiality and privacy policies are grounds for immediate dismissal. Directors are expected to handle themselves maturely, to respect other Directors’ beliefs and opinions, and to handle all interactions with members of the GLS community (staff, parents, students, administrators) with decorum.

**Experience**

* Experience in education, special education, school administration/leadership, school counseling, child psychology
* Experience in finance, accounting, and financial management
* Experience in marketing, communications, business development
* Experience in operations, management, information technology and facilities management
* J.D. or other experience in the practice of law, State and local educational policies and regulations

**Skills**

* Written and verbal communication skills
* Interpersonal skills
* Leadership
* Project management
* Organizational and analytical