



## Sumner-Bonney Lake School District

*An Equal Opportunity/Affirmative Action Employer*

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READY**



### School Board Director

The School District Board of Directors governs the Sumner-Bonney Lake School District, setting school and district policies within the guidelines of the law and the State Board of Education.

#### **Essential Job Functions:**

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations are made to enable individuals with disabilities to perform the essential functions.

- Evaluates progress toward district goals stated in the strategic plan
- Provides fiscal oversight through budget approval and monitoring
- Adopts district instructional programs
- Approves personnel actions and collective bargaining agreements
- Reviews the agenda and any study materials distributed prior to meetings and is prepared to participate in the discussion and decision-making for each agenda item
- Serves as a liaison among families, schools and community
- Works collaboratively within the professional learning community of the school and district
- Attends board meetings and study sessions regularly
- Makes every reasonable effort to protect the integrity of the district
- Upholds board policy, district and building policies and goals

#### **Minimum Qualifications:**

- Must be a United States citizen
- Must be a qualified voter in the school district
- Must be a resident of the appropriate director district

#### **Number of Members and Terms of Office**

- The board will consist of five members, elected by ballot by the registered voters of the district
- Except as otherwise provided by law, board members will hold office for terms of four years and until their successors are elected and qualified
- Terms of board members will be staggered as provided by law

#### **Knowledge, Skills and Abilities:**

- Ability to exercise honesty in all written and interpersonal interaction
- Demonstrates respect for the opinions and comments of others
- Ability to maintain focus on common goals
- Communicates in a timely manner
- Ability to maintain appropriate confidentiality
- Exhibits multicultural and ethnic understanding and sensitivity with the capability to communicate effectively with all cultural groups in the Sumner-Bonney Lake School District
- Ability to learn quickly, flexibly and adaptably
- Must be able to perform the essential functions of the job with or without reasonable accommodations

Alternatives to the above requirements and desirable qualifications may be made as the District finds appropriate and acceptable.

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**Working Conditions:**

Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities. Reports issues regarding the safety and cleanliness of the worksite and requests necessary repairs due to vandalism, equipment breakage, weather conditions, etc.

Occasional exposure to weather. Moderate physical demand, occasionally required to lift and carry objects weighing up to twenty-five (25) pounds and push/pull with up to twenty-five (25) pounds of force. Must be able to walk up to 500 feet at a time and climb stairs as needed.

The District operates on a fiscal year from September 1st through August 31st. Those employees who do not work the full year are paid over a 12-month period. This means that during the school year the monthly pay warrants will be approximately 1/12 of the school year earnings, which allows the employee to receive a pay warrant during the summer months.

**Americans with Disabilities Act and Anti-Discrimination Statement**

The Sumner-Bonney Lake School District will make “reasonable accommodation” as a change or adjustment to a job or work environment that allows a qualified individual with a disability to satisfactorily perform the essential functions of a particular job, and does not cause undue hardship for the employer.

The Sumner-Bonney Lake School District does not discriminate in any programs, services or activities on the basis of sex, race, creed, religion, color, national origin, age honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or serving animal by a person with a disability. The district provides equal access to the Boys Scouts of America and other designated youth groups.

The Sumner-Bonney Lake School District will also take steps to assure that persons without English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs contact the Director of Student Services.

The following employees are designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28A.640 Compliance Officer Adrienne Chacón, Director of Human Resources, [adrienne\\_chacon@sumnersd.org](mailto:adrienne_chacon@sumnersd.org); ADA Coordinator, Robert Gallagher, Director of Human Resources, [robert\\_gallagher@sumnersd.org](mailto:robert_gallagher@sumnersd.org); Section 504 Coordinator Karen Finigan, Executive Director of Special Services, [karen\\_finigan@sumnersd.org](mailto:karen_finigan@sumnersd.org); 1202 Wood Avenue, Sumner, WA 98390.

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