

What is the role of a site council?

The primary role of a site council is to improve student achievement. Ways to do this may include:

- o Help shape, define, and support site vision, mission and goals
- o Help shape site procedures
- o Provide a forum for issues to be addressed
- o Participate in the development and monitoring of the school improvement plan (SCIP)
- o Help plan and prioritize the school's budget
- o Drive school change and develop conditions for academic success for all students
- o Have input into the selection of the school principal
- o Determine and remove barriers to success for all students



Contact Information

FOR FURTHER INFORMATION ABOUT SITE COUNCILS, PLEASE CONTACT:

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Site Council

Roles &

Responsibilities



Site Council Roles & Responsibilities

Each person serving on a council, regardless of position, is committed to serving the school and supporting student achievement. The following list is a place to start for members and leaders alike.

What is the role of a site council member?

- ❑ Demonstrate a desire to help school succeed and make a difference in the education of all children
- ❑ Prepare for and attend monthly meetings
- ❑ Work to increase family and community involvement
- ❑ Learn about your school/site
- ❑ Share responsibility for creating a collaborative working model and a welcoming environment
- ❑ Actively participate in meetings

Once we understand our roles and responsibilities as site council members, we are better equipped to do our best work...together.

What is the role of a chair/co-chair?

- ❑ Create a partnership with the principal/site administrator and co-chair(s)
- ❑ Lead your team's growth and development
- ❑ Identify and prioritize issues to be discussed at meeting
- ❑ Listen to members and serve their needs
- ❑ Work with the principal/administrator and council members to set agendas
- ❑ Demonstrate strong organizational and communication skills
- ❑ Work closely with district offices (e.g., site-based, shared decisions) to understand the role of site councils
- ❑ Learn about and assist principal in communicating district's long-term goals
- ❑ Translate education jargon into real language for all members (avoid *edu-babble*)
- ❑ Obtain and communicate a general knowledge of district's budget and budgeting process
- ❑ Facilitate effective meetings
- ❑ Help site council achieve consensus on decisions
- ❑ Help ensure site council has a diverse group of members
- ❑ Make every member feel welcome and empowered to speak at council meetings

What is the role of the principal/site administrator?

While principals/site administrators have the final decision-making authority and responsibility, they are enabled to make the best decision by considering the input of their site council members.

- ❑ Serve as the final decision-making authority
- ❑ Communicate information necessary for site team to make informed decisions (e.g., district and school board requirements)
- ❑ Serve as spokesperson for school (first responder to questions, concerns, or new ideas regarding the school)
- ❑ Facilitate solutions between students, staff and parents regarding individual or school-wide achievement concerns
- ❑ Create and facilitate opportunities for family and community involvement and support
- ❑ Lead the development of a school direction and vision
- ❑ Respond to all stakeholder's needs.
- ❑ Manage the school budget
- ❑ Work collaboratively, in partnership, with all members of the site council