

The School Principal and their Role on the School Community Council

The school principal is the Chief Executive Officer and instructional leader of the school. He or she is responsible for providing clear expectations for faculty and other school employees, to create an atmosphere of trust and enthusiasm, to provide opportunities for employees to succeed and grow, and to reward excellence and progress toward excellence. In addition, as managers, principals are expected to assure the legal compliance of school processes, to be accountable for all fiscal matters, and to manage human and other resources while creating a safe, creative, and productive school. They encourage participation from students, staff, parents, and the community as they work toward having a successful school of which all can be proud. *Principals are responsible to the district administration and have many specific responsibilities and timelines related to school community councils but may not act as chair, vice-chair or co-chair.*

A Checklist for Principals in their Role as a School Community Council Member

- *Have a working knowledge of R277-491 School Community Councils and R277-477 Distribution of Funds from the Interest and Dividend Account (School LAND Trust Funds) and Administration of the School LAND Trust Program.*
- *Provide notice of the annual School Community Council (SCC) elections, oversee the elections and provide an assurance that the elections, and subsequent appointments of unfilled positions, were conducted according to the law.*
- *Make copies of the School Mission Statement, and any district policies and timelines applicable to school community councils, available to the SCC. Encourage councils to support the goals in the School Mission Statement in school plans the council is responsible for.*
- *Show a training video from the School LAND Trust website in a faculty meeting annually and explain in the meeting how the school is using School LAND Trust funds*
- *Make assessments of stakeholders, school and community.*
- *Insure that data is collected, evaluated, and utilized by the school and the SCC in their decision-making process.*
- *Insure that the law pertaining to use of the school's share of the proceeds from the permanent fund are followed.*
- *Provide meaningful time for faculty and community in-service.*
- *Provide tools and dates for effective assessment.*
- *Be a model for collaboration.*
- *Build and nurture school partnerships with the community.*
- *Support the council in discussing issues of interest that are not inconsistent with Utah law, board rule or district policy.*
- *Complete the forms, assurances and reports required for school plans the school community council is responsible for.*
- *Assist the council chair in completing the requirements of the chair outlined in board rules.*
- *Assure that required school website information is posted according to required timelines.*

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School Employee Members of School Community Councils

Teachers, counselors and school staff members are responsible for the academic and well being of students in their charge. They evaluate student skills and knowledge, and design and implement instruction best suited for each child. They work as partners with local, state, and federal entities to determine academic goals, but are generally in charge of decisions related to methods of instruction. They are also partners with other personnel to manage school functions, extracurricular activities, and classroom resources. When most effective, the various school employees combine their efforts in teams and avoid isolation. *They welcome the viewpoints of parents to take input and show respect to them.* They are responsible to the school principal.

A Checklist for School Employee Members of a School Community Council

- *Understand the roles and responsibilities of school community councils. Recognize that the primary responsibility of the school community council is to improve student academic performance.*
- *Understand and follow the required procedures for becoming elected to represent faculty on the school community council as a co-chair, if the council chooses co-chairs as officers.*
- *Participate in training about council responsibilities, collaboration, student and school assessments, how to participate in preparing and editing school action plans, school trust lands that provide revenue to schools to implement the School LAND Trust Plan and the law that directs the money to be spent on the greatest academic need.*
- *Know where to find additional help and clarification, as needed.*
- *Attend school community council meetings and actively participate.*
- *Represent the needs of all students at the school and promote school goals among faculty. Offer support for district priorities in preparing school action plans.*
- *Encourage faculty input into school community council priorities, issues and decisions; including requests made of councils by the local school district.*
- *Encourage data based decision making.*
- *Keep the council informed of successful academic programs and their evidences of success as they make decisions about action plans. Share special expertise of faculty that might support the academic goals established by the school community council.*
- *Collaborate with the council and sub-committees and/or task forces, utilizing the skills and expertise each individual can offer, to bring about the best result for the students.*
- *Encourage the council to establish written procedures for parent notifications, elections and other council tasks and responsibilities, including rules outlining parliamentary order and procedure, ethical behavior and civil discourse.*
- *Be well informed and seek answers to questions and concerns before a vote is called for.*
- *Ensure that the required school plans are delivered to the local school board on time.*
- *Keep the faculty informed about successes towards achieving school/council goals. Be forthcoming about issues of concern and plans to make improvements. Provide support and encourage ongoing training for newly elected faculty members.*

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Parents – Parents act as the primary advocates for all children. By working as a group and understanding the legal responsibilities that lie with the principal, parents ensure the representation of various viewpoints and values within the community. Parent engagement is a key element to student achievement and student progress. *Parents have at least a two-member majority of a school community council, and are often the driving force. Parents will serve as chair and may serve as vice-chair.* It is important that parents on the council understand the responsibilities of the council, and are able to collaborate well with the other members of the council to effect meaningful school improvement for all children.

A Checklist for Parent Members of a School Community Council

- *Understand the roles and responsibilities of school community councils and the importance of participation as an elected parent member. Recognize that the primary responsibility of the school community council is to improve student academic performance.*
- *Understand how to be elected a member of the school community council to represent the parents of students at the school.*
- *Participate in training about council responsibilities, collaboration, student and school assessments, how to participate in preparing and editing school action plans, school trust lands that provide revenue to schools to implement the School LAND Trust Plan, and the law that directs the money to be spent on the greatest academic need.*
- *Know where to find additional help and clarification, as needed.*
- *Attend school community council meetings and actively participate.*
- *Serve as an officer on the council, or nominate good candidates to fill those roles.*
- *Represent the needs of all students at the school and promote goals and activities of school parent groups and families in the school community.*
- *Encourage parent input into school community council issues and decisions and encourage parent involvement in task forces and sub/committees, including requests made of councils by the local school district.*
- *Collaborate with the council and sub-committees and/or task forces, utilizing the skills and expertise each individual can offer, to bring about the best result for the students.*
- *Be well informed and seek answers to questions and concerns before a vote is called for.*
- *Encourage the council to establish written procedures for parent notifications, elections and other council tasks and responsibilities, including rules outlining parliamentary order and procedure, ethical behavior and civil discourse.*
- *Celebrate successes towards achieving council goals with the parents. Be forthcoming about issues of concern and plans to make improvements. Actively promote school priorities in the community.*
- *Provide support and encourage ongoing training for newly elected parent members.*