

### **Section 4.1**

The organization of these roles will shift somewhat from year to year.

#### **Parent Job Descriptions**

##### *Teacher/Helper*

- Each parent is expected to participate in teaching and teaching assistance activities and/or other activities outside the classroom as an integral part of the workings of this school
- The expectation is that parent volunteers will be on time and prepared to fulfil their commitments to the daily program of the school
- There may be exceptional circumstances such as illness or emergency situations where a parent is unable to attend. A Parent Volunteer who is unable to make their commitment must find a replacement – this is not the Teacher's job.

##### *Lunch time and Recess Supervisors*

- Responsible for supervising students during recess and at lunch i.e. safety, behaviour
- Younger siblings are permitted provided the parent is not distracted from supervising students.

##### *Drivers for Field Trips*

- Drivers travelling with students must have \$2 million liability insurance and seatbelts for all passengers.

### **Section 4.2**

#### **Committees**

All committees are advisory in nature and report to the Board or Whole School Meetings. Decisions are made at either the Whole School Meeting or at Board Meetings, whichever is appropriate.

##### *Hiring Committee:*

The Hiring Committee works with the Board to advertise, short-list, check references, interview and select teachers and teaching assistants. Will be struck as needed.

##### *Outreach Committee:*

The Outreach committee will support events to raise the profile of the school. At the start of each year at a Whole School meeting a fundraising goal will be set based on consultation with the Board and a review of the budget. We are eligible to apply to

the Gwaii Trust Legacy Fund and the Special Initiatives in Education. Gwaii Trust also has a Travel Subsidy for off-island travel that can be accessed twice a year.

*Maintenance Committee:*

- Maintain school space, i.e. shelves, painting, furnace
- Keep outside trimmed and clean
- Keep chairs and furniture in good repair
- Keep in stock light bulbs, garbage bags etc.
- Take recycling to depot on Wednesdays or Saturdays (between 10-2pm)
- Liaison with Board, teachers and parents regarding all building maintenance and repair.

*Health and Safety Committee:*

- Ensures regular safety checks take place and any necessary remediation takes place
- Water quality testing
- Review incident reports

**Section 4.3**

## **Board of Directors Roles and Responsibilities**

The Board of Directors is responsible for the overall governance and direction of the Living and Learning School and Daajing Giids Youth Education Society, the non-profit society running the Living and Learning School. The Board is responsible for managing the financial and other assets of the school, hiring staff (and contractors) to carry out the school's operations, interpreting school policies, updating policies when necessary, ensuring the school operates in accordance with the Ministry of Education guidelines, all applicable laws, the school mission statement and school policies.

**Board Member Roles:**

Directors are elected to the Board at the Society Annual General Meeting generally held in October.

Directors are elected to the Board not to specific positions. The Directors sort out who will carry out the different board roles and duties at an initial meeting. Board roles and duties can be shared between directors or even transferred mid-term.

**Chair person:**

- Calls board meetings, creates agendas.
- Chairs or delegates chairing of board meetings and whole school meetings.
- Represents the board to the whole school or to the community.

- Leads in mediation or facilitation of a process to resolve inter-personnel conflicts.
- Provides support and/or direction to the principal in urgent or timely issues.

**Treasurer:**

- Acts as a liaison between the school bookkeeper and the board.
  - *(The board makes the financial decisions and the bookkeeper carries them out)*
- Follows up with families with fees in arrears
- Leads in the creation of a yearly budget.
  - *(The budget is passed by the board and presented to the whole school)*
- Presents financial statements at the AGM.
- Reviews quarterly comparative statements from the bookkeeper.
- Brings any financial issues to the board.

**Secretary:**

- Takes or arranges someone to take board meeting minutes (minutes are a record of decisions made and topics discussed but not a transcript of discussions).
- Distributes board meeting minutes to board members.
- Works with the principal to ensure the affairs of the school are properly documented and filed.

**Vice-chair:**

- Shares chair role or takes over in case of chair absence.
- Participates actively in all decisions and tasks assigned to them at meetings.

**Members at large:**

- Participate actively in all decisions and tasks assigned to them at meetings.

**General Board roles not specifically assigned:**

- Maintain the financial and tangible assets of the school in good stead.
- Discuss and resolve requests and issues from the principal, teaching staff, and parents.
- Provide direction to principal and teachers on issues of school operations and school policies as needed.
- Assists or supports the principal in problem solving school issues as needed.
- Works with the principal to implement any recommendations or requirements from Ministry of Education inspections or communications.
- Hires staff and reviews contracts *(for teacher and TA staff hiring a hiring committee should be struck from the school families and the hiring)*

*committee as a whole recommends the successful candidate to the board, cleaners or contractors or sub teachers can be hired directly by the board.*

- Maintains good ongoing communication with school staff and facilitates a process for meaningful staff evaluation.
- Reviews any behaviour plans brought to the board by the principal.
- Reviews any incident reports flagged by the Health and Safety Committee
- Includes the whole school in major decisions and in school activity decisions and keeps school up to date on work of the board.
- Refers to the school's policies when looking at issues.
- Updates policies when necessary
- Maintains confidentiality of students and families related to sensitive issues.
- Works to resolve interpersonal issues between members of the school community if lower level communications have not been sufficient. (i.e. *If staff members have not been able to resolve a disagreement or issue themselves the board will step in to facilitate or determine resolution.*)

**Director Terms:**

Directors are elected for a one-year term. Directors can be re-elected for multiple terms.

The work of being a Director (participating in meetings and doing board admin tasks) can count towards volunteer time with the school for purposes of volunteer time in lieu of fees. In 2022 this was determined to be 10 hours a month. Directors cannot be given financial compensation for being a Director under the non-profit societies regulations.

The frequency and timing of meetings is established by the directors but generally once every two weeks is required.

**Consensus and quorum:**

The Living and Learning school strives for consensus in all decisions. Quorum for the board is 3 members, i.e. agreement by 3 board members is required for passing any motions or making financial decisions. Board decisions need to be made based on the best interest of the school as a whole. A board comprised of 4 or 5 board members is ideal.

**Principal Role in relation to the board:**

The Principal is responsible for the day to day operations of the school and ensuring that the school meets its provincial obligations as an independent school and fulfills the school mission statement and school policies.

It is important to note that the Principal reports to the Board and is employed by the board but is not directly supervised by the board. The Board reports to the members of the Society which are all the families at the school. Clear respectful communication, understanding each other's roles and a commitment of working together is critical to effective running of the school.

### **Delegating spending to principal and teachers:**

The board delegates some spending to the principal and teachers in order to procure school supplies. In the past year, the board has authorized the principal to spend up to the annual budgeted amount for school supplies and resources during the school year. This is much more efficient than allocating a small amount per month for supplies and resources. Large purchases are generally discussed at board meetings. Teachers, principals, parents and board members are all responsible for filing receipts in a timely manner.

### ***Section 4.4 Staff/Contract Roles***

#### *Bookkeeper*

Jennifer Pigeon is the school's bookkeeper who works on contract and is paid by the number of hours she works. The bookkeeper is responsible for paying all bills and salary for the school, tracking all income and expenditures in accounting software, billing and tracking payments from families, advising board on school finances and providing information on the state of school finances (ie. comparative income statements) quarterly or as requested.

The board makes the financial decisions and the bookkeeper actions those decisions and tracks all income and expenditures.

#### *Office Admin*

The Office Administrator reports to the board on school operations. The Office Administrator should advise the board of school needs and issues within the school community in a timely fashion.

Responsibilities:

- Board Support
- Parent Organization/Communication
- School Operations/Logistics
- Student Data Management
- Ministry of Education Reporting
- Financial Processes

#### *Cleaning*

- Three times a week or more, thoroughly wash all surfaces, clean bathrooms, vacuum, launder towels and dish cloths, stock bathroom etc., garbage out (pick up Tuesday a.m.)

*Principal/Teacher*

- Safe school coordinator, establishes and implements a harassment and bullying prevention policy (see Policy 5.23)
- Appointed School Official, responsible for reporting child abuse concerns within the school to the proper authorities (see Policy 5.9, Reporting Suspected Abuse)
- Privacy and Information Sharing Officer, overseeing PIPA Privacy Policy for the collection, use and disclosure of student, teacher and parent information collected by the School.
- Oversees day to day operations at the school, ensuring school policy and Ministry of Education requirements are followed
- Provides classroom instruction including planning and assessing curriculum and student progress reporting
- Conduct Emergency Drills, and be the lead person responsible for responding to real emergency situations.
- Work with teacher, parent, and Learning Resource Teacher to develop IEPs for students with Special needs.
- Oversee Teacher curriculum and assessment plans for each term, and provide mentorship and feedback to teaching team

*Teacher*

- Acting Principal when Principal/Teacher is off site
- Alternate Appointed School Official, in the case where the Appointed School Official is implicated in a claim of abuse, this person will report to relevant authorities as per policy 5.9 Reporting Suspected Abuse.
- Provides classroom instruction including planning and assessing curriculum and student progress reporting

*Teaching Assistant*

- Provides classroom assistance, small group learning activities and 1 to 1 support for students