## Job Profile Of

## DIRECTOR OF THE KENTUCKY SCHOOL BOARDS ASSOCIATION BOARD



# PREPARED BY THE KENTUCKY SCHOOL BOARDS ASSOCIATION JUNE, 2012

#### A DIRECTOR OF THE KSBA BOARD...

works as a team member to govern the operations of the association by overseeing finances, mission, policies, processes and services on behalf of local boards of education and the students they serve.

#### DUTIES

TASKS

				1		1	1		
		A-1	A-2	A-3	A-4	A-5	A-6	A-7	*A-8
Δ	<b>PARTICIPATE IN</b>	Adequate Meeting	Attend Meetings	Participate on	Participate in	Stay Abreast of	Advocate KSBA	Generate Input and	Coordinate
A		Preparation		Committees	Conferences and	Emerging Issues	Services	Provide Feedback	Regional Meetings
	ASSOCIATION				Other Training				
	ACTIVITIES								
		С	С	С	С				
		F	F	F	F	F	С		
		B-1	B-2	B-3	B-4	B-5	B-6	B-7	B-8
		Set KSBA Vision and	Employ Executive	Review Strategic	Evaluate	Approve KSBIT	Encourage Member	Participate on Local	Promote Kentucky
B	PROVIDE	Mission	Director	Plan	Association	Trustees	Participation	School Board	Education
	ASSOCIATION				Partnerships		1	Member Advisory	Nationally
					1			Council	5
	LEADERSHIP								
		С	С						
		C-1	C-2	C-3	C-4				
C	DEFINE	Review Policy and	Review Policy	Consider	Ratify Committee				
C		Procedure	Updates	Recommendations	Recommendations				
	<b>POLICY AND</b>		-1	on Policies, Bylaws					
	PROCEDURE			and Procedures					
	IROCEDORE				С				
		F	F	F	F				
		 D-1	D-2	D-3	D-4	D-5			
D	MAINTAIN	Review Annual	Adopt Annual	Review Financial	Approve Affinity	Identify Funding			
	FISCAL	Budget	Budget	Statements	Programs	Opportunities			
	<b>OVERSIGHT</b>								
				С					
I		С	С	F		F			
		E-1	E-2	E-3	E-4	E-5			
		Advocate for Pro-	Approve	Promote	Provide Feedback	Build Legislative			
E	ESTABLISH	Public Education	Legislative Agenda	Legislative Agenda	to Legislators	Relationships			
		Legislation	0 0 0		0				
			with Regional Directors	only					
	AGENDA								
		<b>ř</b>	I	I	С	С			
				1		1	1	L	ı

#### LEGEND OF PRIORITIZED TASKS

C = Criticality (Those tasks most essential to the position)F = Frequency (Those tasks requiring the most time)

Blue = Task identified by 10 – 33% of respondents Green= Task identified by 34 – 66% of respondents Red=Task identified by more than 67% of respondents



### DIRECTOR OF THE KENTUCKY SCHOOL BOARDS ASSOCIATION BOARD

#### KNOWLEDGE

#### Knowledge of:

- Education Terminology
  (Acronyms)
- Evaluation Practices
- Finance/Budget Process
- How the Political Process Works in Frankfort
- KSBA Services
- Policy/Procedures
- Selection Process (Directors)
- Strategic Planning
- Technology (i.e. use of email)
- Time Commitment
- Travel Requirements
- Vision/Mission of KSBA

#### SKILLS

- Skills in:
- Communication
- Compromise
- Critical Thinking
- Disagree Agreeably
- Empathy
- Facilitate/Manage Change
- Interpersonal Relations
- Listening
- Neutrality
- Reading Teamwork

#### TRAITS

- Committed
- Cooperative
- Dependable
- Detail Oriented
- Flexible
- Good Sense of Humor
- Honest
- Integrity
- Leadership
- Open Mindedness
- Organized
- Patient
- Personable
- Respectful
- Responsive
- Set a Positive Example
- Supportive
- Team Oriented
- Understanding
- Visionary
- Willing to take a Stand

#### KENTUCKY SCHOOL BOARDS ASSOCIATION

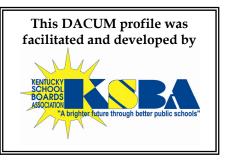
The Kentucky School Boards Association would like to thank its members for their hard work and dedication to the students of Kentucky every day and say a special thank you to those members who participated in this project.

**Development History** 

Initial Profile Development	May 7, 2012
Validation Panel	May 21, 2012
Management Review	June 7, 2012
<b>Board of Directors Validation</b>	June 23, 2012

#### DACUM OCCUPATIONAL ANALYSIS

The DACUM process incorporates the use of a focus group in a facilitated storyboarding process to capture the observations of high performing incumbent workers regarding the major duties and related tasks included in an occupation.



For additional information on the DACUM Occupational Analysis Process visit:



