

JOB PROFILE  
OF

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**DIRECTOR OF THE KENTUCKY SCHOOL  
BOARDS ASSOCIATION BOARD**

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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**

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

**LEGEND OF PRIORITIZED TASKS**

**C = Criticality** (Those tasks most essential to the position)      **Blue = Task identified by 10 – 33% of respondents**  
**F = Frequency** (Those tasks requiring the most time)              **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

<b>Initial Profile Development</b>	May 7, 2012
<b>Validation Panel</b>	May 21, 2012
<b>Management Review</b>	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.

**This DACUM profile was  
facilitated and developed by**



For additional information on  
the DACUM Occupational  
Analysis Process visit:

<http://dacum.eku.edu/>

