

Children's Cabinet Member Job Description

Between November 2022 and February 2023, San Antonio ISD developed the comprehensive strategic management plan called *Always Learning* that charts the path to meet the ambitious and courageous vision set forth by the SAISD Board of Trustees in July 2022 through their Declaration, Goals, and Guardrails. The final step in the *Always Learning* journey was to establish a Children's Cabinet – a body to hold SAISD accountable and monitor progress toward outcomes. The Children's Cabinet will ensure the District stays on course even when leadership changes occur. *Always Learning* is a living document, and although it is expected to endure, it must also be responsive to changes to the district context, including changes in resources, as well as the hopes and dreams of staff, families and students.

The Children's Cabinet will inform and advise the District's senior administration. It does not have decision-making, policy-setting, or management authority. The Children's Cabinet's primary scope is the *Always Learning* strategic management plan, which is broad and encompasses all district services and operations. Members will advise regarding fidelity to the plan, as well as fidelity of the plan to the overall vision laid out in the Board of Trustees' Declaration, Goals, and Guardrails. The Children's Cabinet will be a voice for the community in holding the District accountable to fulfilling the plan and the Board's vision. The Children's Cabinet will also be a voice in the community supporting and advocating for improved educational outcomes for all students.

Characteristics

- Ability to: listen, analyze, think creatively, and proactively; work well and communicate with people individually and in a group; provide constructive feedback.
- Willing to: ask questions; share ideas, opinions, and experiences; open doors for the benefit of education in San Antonio; put students first.
- Possesses: honesty; openness to differing views; engagement skills; personal integrity; a developed sense of values; concern for and interest in SAISD's success.
- Committed to: communication, collaboration, transparency, accountability, public education, academic excellence, students' needs, taking action, proactive problem solving.

Responsibilities

Bring *Always Learning* to Life

- Hold SAISD accountable for *Always Learning* and academic excellence.
- Advise SAISD administration regarding best practices, trends, and research relevant to its goals.
- Ensure *Always Learning* remains front of mind for the SAISD and greater San Antonio community.
- Provide feedback, advice, and/or assistance with projects and goals identified in *Always Learning* and other priorities or initiatives.

- Identify and present opportunities that enhance District programs, services, and results or strategic connections and alignment.
- Be informed about the district, its students, curriculum, services, and activities; and inform others in professional and community networks.
- Be an active advocate for SAISD students and an unwavering defender of public education.
- Create community capacity for supporting students, closing achievement gaps, improving academic outcomes, and uplifting public education throughout San Antonio.

Attend and Participate in Meetings

- Attend quarterly meetings; be willing to attend other events/functions to support the district.
- Review data and help District staff ensure the initiatives within *Always Learning* are meeting the intended outcomes and further progress toward the Board Goals.
- Participate in the activities, feedback, and report development work of the Cabinet; help District staff and Cabinet members identify actionable steps from quarterly meetings and/or reports.
- Request additional information, data, or research the district might provide to the Cabinet and greater Community to improve practices and communication of progress.
- Collaborate with all members of the Children's Cabinet to identify Annual Member Goals: specific and actionable things to do for the District that align with *Always Learning* and other priorities.

Foster Community Connections

- Assist in the identification and recruitment of new members, including SAISD alumni, who will serve to improve education in San Antonio.
- Serve as a connector between the Children's Cabinet and SAISD's other committees and advisory councils with a focus on aligning priorities across groups.
- Provide connection with businesses and other groups as potential partners, advocates, or members, as well as in supporting internships, networking, project-based learning, and more.
- Utilize individual and collective expertise and influence to advocate for the District, including working with local, state, or national organizations to seek resources, external funding, or involvement that will help the district accomplish the outcomes within *Always Learning*.
- Bring diverse perspectives of the constituents (fellow classmates, campus, colleagues, community, etc.) you represent to meetings and work of the Cabinet.

