

DISTRICT OF COLUMBIA STATE BOARD OF EDUCATION

Student Representative Job Description Form



Division/Department:	District of Columbia State Board of Education
Location:	441 4 th Street, Suite 723N, Washington, DC 20001
Job Title:	Student Representative
GENERAL DESCRIPTION OF THE STATE BOARD OF EDUCATION	
<p>The District of Columbia State Board of Education (the Board) is the acting educational body charged with advising the State Superintendent on educational matters including standards, policies, objectives, and state regulations proposed by the Mayor and the State Superintendent. The Board also acts in the capacity of approval body for academic standards recommended by the State Superintendent ensuring that they specify what children are expected to know and be able to do, contain coherent and rigorous content, encourage the teaching of advanced skills, and are updated on a regular basis (State Board of Education by-laws).</p>	
STUDENT REPRESENTATIVE POSITION AND RESPONSIBILITIES	
<p>The State Board of Education is looking for a student representative to act as a liaison between the student population of the District of Columbia and educational policy makers. This vital role assists with the development of truly student led decisions, proving access for student to the Board, and allowing the voices of those who the Board represents to be heard. The Board is seeking someone who displays a great amount of leadership and someone who is passionate about their role in their community and wants the opportunity to be involved with the District of Columbia school system.</p>	
Responsibilities include:	
<ul style="list-style-type: none">- Attendance and active involvement with a required minimum of 2 hours per month of the scheduled meetings, which are usually on Wednesday evening.- 500 word "Monthly Summary" write up- Email exchange on current activities- Serve as a student representative for a full school year (September through June). Position available upon reapplication annually.- Has effective communication skills and promotes teamwork environment.	
REQUIREMENTS	
<ul style="list-style-type: none">- District of Columbia resident- Junior in high school through a senior in undergraduate college- Current student from any of the following: District of Columbia Public Schools, District of Columbia Public Charter Schools, Home Schools, Vocational Schools, and University of the District of Columbia.- GPA of 3.5 or above on a 4.0 scale- Involvement in extracurricular activities including school and community related activities.- Essay, no more than 500 words, of why you want to serve on the State Board of Education.- Two letters of recommendations from the following sources: school, family, community, or peer. One has to be from within the school and the other can come from a source outside the school.- Please send applications, along with additional pages to 441 4th Street, Suite 723N, Washington, DC 20001 by July 29, 2011. Selections will be made by August 29, 2011.- If in the top 5, applicant must participate in a debate in mid August to prove qualifications to their fellow students.- Please see website (www.sboe.dc.gov) for more information.	

DISTRICT OF COLUMBIA STATE BOARD OF EDUCATION

Student Representative Application



APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Are you a resident of the District of Columbia?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever worked with this Board?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School	GPA Above 3.5?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
From	TO	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> If not, specify grade level
College	GPA Above 3.5?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
From	Currently Enrolled?	YES <input type="checkbox"/>	NO <input type="checkbox"/> Degree pursuing

EDUCATIONAL RELATED EXTRACURRICULAR ACTIVITIES		
<i>Please list ALL school related extracurricular activities, past and present. Use a separate sheet of paper if needed.</i>		
Activity	From	To

COMMUNITY RELATED EXTRACURRICULAR ACTIVITIES

Please list ALL community related extracurricular activities, past and present. Use a separate sheet of paper if needed.

Activity	From	To

AWARDS AND RECOGNITIONS

Please list ALL awards, past and present. Use a separate sheet of paper if needed.

Award	Date received

ON A SEPARATE SHEET OF PAPER, PLEASE PROVIDE AN ESSAY EXPLAINING WHY YOU WOULD LIKE TO SERVE ON THE STATE BOARD OF EDUCATION. *Please limit your essay to 500 words.*

PLEASE ATTACH TWO LETTERS OF RECOMMENDATION TO THIS APPLICATION. *One should be from someone within your school and one should be from someone outside of your school.*

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to a liaison position for the District of Columbia State Board of Education, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date