

JOB DESCRIPTION -- EXECUTIVE DIRECTOR

TITLE: Executive Director

REPORTS TO: Board of Directors

SUPERVISES: Directly or indirectly, all personnel of the School

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services for the School.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

- A. Prepares and submits to the Board of Directors recommendations relative to all matters requiring Board of Directors action, placing before the Board of Directors such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
- B. Attends and participates in all meetings of the Board of Directors and its committees, except when own employment or salary is under consideration.
- C. Advises the Board of Directors on the need for new and/or revised policies and sees that all policies of the Board of Directors are implemented.
- D. Prepares the annual operating budget recommendations and implements the Board of Directors approved budget.
- E. Informs and advises the Board of Directors about the programs, practices, and problems of the School, and keeps the Board of Directors informed of the activities operating under the Board of Directors' authority.
- F. Secures and nominates for employment the best qualified and most competent personnel.
- G. Assigns and transfers personnel as the interest of the School and state law may dictate, and reports such action to the Board of Directors for information and record.
- H. Reports to the Board of Directors the case of any staff member whose service is unsatisfactory, and recommends appropriate action.
- I. Holds such meetings with all personnel as necessary for the discussion of matters concerning the improvement and welfare of the School.

- J. Serves as the chief public relations officer of the School, keeping the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the School.
- K. Delegates at own discretion to other personnel the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Executive Director of final responsibilities.
- L. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board of Directors informed of trends in education.
- M. Serves as the School's chief instructional leader. Assures study and revision of all curriculum guides and courses of study, on a continuing basis.
- N. Recommends to the Board of Directors for its adoption all courses of study, curriculum guides, and major changes in texts, as well as schedules to be used in the School.
- O. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the School.
- P. Submits to the Board of Directors a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
- Q. Works with the Fiscal Officer to guarantee that adequate records are maintained for the School, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records.
- R. Makes recommendations to the Board of Directors concerning the transportation of students in accordance with the law and the requirements of safety.
- S. Provides suitable instructions and regulations to govern the use and care of school properties.
- T. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the School appear on the agenda.
- U. Performs other tasks as specified by state statute or as may be assigned by the Board of Directors, including but not limited to negotiations, liaison with governmental agencies, colleges and universities.

- V. Serves as the Board of Directors' designee for the purpose of accepting a School staff member's resignation by issuing a written acceptance to the resignation, if deemed appropriate under the circumstances, as determined by the Executive Director. The Executive Director shall report his/her determination regarding the resignation to the Board of Directors at its next scheduled meeting.

TERMS OF EMPLOYMENT: _____ months a year, salary and fringe benefits to be arranged with the Board of Directors.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board of Directors' policy on Evaluation of the Executive Director.