

RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

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The Executive Director shall strive to achieve Corporation goals by providing educational direction and supervision to the professional staff and supervision to the support staff and by acting as a proper model for staff and students both in and outside the Corporation. In addition, the Executive Director shall exercise the authority delegated to him/her regarding policies and/or guidelines (Bylaw 0132.2).

Duties and Responsibilities

The Executive Director shall be directly responsible to the Board for the performance of the following assigned duties and responsibilities:

- A. keep the Board informed of school operation by preparing monthly Board agendas, providing oral and written communication, scheduling management team committee meetings, and requesting special Board meetings that become necessary to keep the Board properly informed **or to conduct school business**
- B. ensure that all aspects of Corporation operation comply with State laws and rules/regulations as well as Board contracts and policies
- C. establish and maintain a written educational plan required by law and consistent with the educational goals adopted by the Board
- D. ensure proper implementation of the current Corporation-wide instructional plan as it applies to each building
- E. strive to increase the efficient use of Corporation resources in the daily operations of the schools
- F. enforce the school attendance laws
- G. assign staff to achieve the maximum benefit toward the attainment of educational goals
- H. evaluate the progress of the professional and support staff toward the attainment of educational goals
- I. analyze the results of instructional program development as it applies to the Board's educational goals

- J. recommend changes in instructional or staffing patterns based on an analysis of staff and program progress
- K. work cooperatively with parents and community groups concerned with programs in the schools
- L. develop personal capabilities in personnel strategies and facility management
- M. work cooperatively with the Board and administrative staff
- N. strive toward the highest standards of personal conduct

- O. be present in the Corporation buildings during the regular school day and all other contracted days unless attending school-related conferences, meetings or other activities approved by the Board
- P. work cooperatively with Superintendents from sending schools in all matters
- Q. develop and undertake such actions as may be necessary for the purpose of maximizing enrollment in ~~the Corporation~~ Central Nine Career Center
- R. develop and undertake such actions as may be necessary to maximize administrative staff and teacher retention and create a positive climate for growth and learning within ~~the Corporation~~ Central Nine Career Center, including conducting exit interviews
- S. be directly responsible for news releases and /or other items of public interest emanating from the Corporation that pertain to education matters, policies, procedures, school related incidents or events
- T. receive all complaints, comments, concerns and criticisms regarding the operation of the Corporation from the public, Corporation employees, students and the Board
- U. submit to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums
- V. see that effective relations with employee organizations are maintained and assume ultimate responsibility for collective negotiations with Corporation employees
- W. perform such other duties as the Board may direct and execute all decisions of the Board

Adopted 10/8/09