



Pol. 324

The Executive Director shall be responsible for overseeing that annual observations are conducted following established PA Department of Education guidelines and JOC policies.

Personnel File

The Executive Director shall be responsible for maintaining a personnel file for each employee of the Career Center.

Staff Reporting to the Executive Director

The staff members reporting directly to the Executive Director shall be those assigned to full-time administrative and/or supervisory duties.

Any staff member shall have the right to appeal a decision by their immediate supervisor to the Executive Director without prejudice except that "grievances" as defined in the negotiated contract with A.W. Beattie Education Association will be processed according to the provisions of the contract.

Professional administrative staff meetings shall be held from time to time. The reports of such meetings shall be distributed to the Joint Operating Committee when appropriate.

The Public Relations/Outreach Coordinator shall be responsible for any material or information which the staff member may release or cause to be released to the public. It shall be the responsibility of the Public Relations/Outreach Coordinator to obtain proper administrative clearances for any such public distribution or release.

Staff Involvement in Decision Making

It is the policy of the Joint Operating Committee to encourage employee participation in decision making.

Such participation shall include, as appropriate to areas, programs, and schools, involvement in:

1. Policy development.
2. Administrative rules development.
3. Budget planning.
4. Facilities planning.

In the development of rules, regulations, and arrangements for the operation of services, the Executive Director shall include at the planning stage whenever feasible those employees who will be affected by such provisions.

The professional staff shall be given an opportunity and encouragement to contribute in curriculum development and in the development of policies and regulations pertaining to the instructional program and the operation of services.

Each administrator shall maintain channels for conferring with both the professional and support staff in establishing policies and regulations.

The Joint Operating Committee shall ordinarily utilize established channels for the exchange of ideas between itself and its staff.

Administrative Councils/Cabinets/Committees

The Joint Operating Committee authorizes the Executive Director to establish such permanent or temporary committees as deemed necessary for the proper administration of JOC policies and for the improvement of the total Career Center program.

Pol. 003

All committees created by the Executive Director should be for the purpose of obtaining advice and counsel. Functioning in an advisory capacity, such groups may make recommendations within the scope of their assignment for submission through the Executive Director. However, such groups shall have no inherent authority. Authority for establishing policy remains with the Joint Operating Committee and authority for implementing policy remains with the school administrators.

The membership, composition and responsibilities of committees shall be defined by the Executive Director and may be changed as necessary.

Administrative Reports/Annual Report

The Executive Director will prepare the periodic and annual reports required by the state, present them for approval by the Joint Operating Committee and submit them to the State Department of Education and other agencies as required.

Additional reports of progress and services will be developed by the Executive Director for member districts. These will be in the format most appropriate for transmitting detailed and useful summaries regarding the Career Center.

Enrollment Information

The Executive Director shall make periodic reports to the JOC and members of the Professional Advisory Committee concerning the enrollment of students in the Career Center.

The enrollment data shall include the number of students enrolled by grade with residence in the participating school districts and tuition students.

Other information which relates to enrollment by program and projected opening for future enrollment shall be made periodically and upon request to consortium school districts and the Joint Operating Committee.

Policy on School Records

Pol. 801

All records of the A.W. Beattie Career Center may be subject to reasonable rules and regulations under Section 510 of the Pennsylvania Public School Code of 1949, as

amended. Irrespective of whether the Career Center adopts any such rules and regulations under Code Section 510, all records which fall within the definition of public records under the Pennsylvania Right-to-Know Statute (or any amendments thereto, or within the decisions of the Commonwealth Court of Pennsylvania under the Right-to-Know Statute) which relate to public records, shall during the period of the business day be open for examination and inspection by any citizen of the Commonwealth of Pennsylvania; and any such Pennsylvania citizen shall have the right, at their expense, to make abstracts, copies, photographs and/or photostats of such public records. With respect to abstracts, copies, photographs and/or photostats of such public records, the A.W. Beattie Career Center, as custodian of such records, shall have the right from time to time to adopt and enforce reasonable rules governing the making of same.

School Calendar

Pol. 803

The Executive Director shall propose a school calendar to be adopted by the Joint Operating Committee no later than the May Joint Operating Committee combined meeting preceding the school year concerned.

The Executive Director shall provide the members of the Joint Operating Committee, the staff, and the students a copy of a calendar listing activities to be conducted within the Career Center.

Closing Schools

Pol. 003

From time to time, emergency situations may arise which call for immediate and decisive action by the Executive Director, which, under more normal situations, would clearly be beyond the scope of duty and authority. It shall be the policy of the JOC that the Executive Director shall act in emergency situations so as to preserve and protect the lives and property of pupils and staff personnel.

Pol. 804

When circumstances make it impossible or unsafe to open the Career Center, the Executive Director shall have the power to close the Career Center campus. When the Executive Director does find it necessary to close the Career Center campus under this authority, s/he will ensure that notification procedures are enacted to notify the families and the consortium school districts.

In the absence of the Executive Director, the administration has the authority to follow the same procedures for closing the Career Center.