

Book	Policy Manual
Section	(P) PERSONNEL
Title	Policy P402 - Director Duties And Responsibilities
Code	P402
Status	Active
Adopted	November 11, 1981
Last Revised	March 13, 2013
Last Reviewed	March 13, 2013

Policy Number: P402

Title: Director-Duties & Responsibilities

Section:Personnel - Administrative Employees

Purpose

The Joint Committee is concerned that the school will be operated in a manner that is consistent with its policies and all other legal provisions and policies of the State and Federal Government.

The Joint Committee places this fiduciary responsibility and authority on the Director in consultation with the Superintendent of Record.

Authority

The Director is the functional head who plans, organizes,operates and administers the Career and Technical Educational program. The Director is directly accountable to the Superintendent of Record and the Joint Committee.

The Director is an ex-officio non-voting member of the Joint Committee, Administrative Advisory Committee and the General Advisory Committee, and is responsible for the preparation of the agenda, minutes, and other necessary reports or communications.

Duties

The Director shall perform the following duties:

Manage the progress of all professional and non-professional personnel in planning and program development and direct all activities of the school. S/he may delegate these responsibilities, together with appropriate authority, but shall not delegate nor relinquish his/her ultimate responsibility for results or any portion of his accountability.

Provide leadership for the development of the overall educational process and administrative procedures and controls necessary to the implementation of educational programs for the achievement of the educational goals of the school.

Provide leadership for the regular and systematic evaluation, analysis, and appraisal of the achievements of students and the performance of personnel in each of the educational programs or activities against stated objectives of the school system.

Report to the Joint Committee and chief school administrators the progress and status of the programs of the school and any other matter of significance.

Provide leadership for the development of policies and programs for personnel recruitment selection, and employment; employee relations; employee benefits and services; employee safety; personnel evaluation; and salary administration for the school system.

Direct the development of the annual budget of the school.

Provide leadership for the overall management of the school's financial activities, and take appropriate action to assure that expenses are kept within the approved budgetary limits of the school system.

Provide for communications as needed for disseminating information to and from the Superintendent, Joint Committee Professional Advisory Committee, Executive Advisory Committee, and Occupational Advisory Committee, participating school personnel, teachers, students, supporting staff, news media and other interested groups and persons.

Professional Development

The Joint Committee offers the Director encouragement and assistance in continued professional growth and expects that s/he will keep the Joint Committee and the professional staff informed of new and promising educational developments. The Joint Committee will encourage him/her to attend educational conferences, seminars, workshops and other professional meetings, to participate in relevant professional organizations, visit other schools, and to use other means to keep abreast of modern educational thought and practices.

24 P.S. Sec. 1073, 1080

Adopted: 11/11/81

Revised: 3/13/13