Director Procedure Number: DP405
Title: Line and Staff Relations
Section: Personnel - Administrative Employee

Line and Staff Relations

The administrative chart referenced in Policy 405 shall delineate the following relationships and responsibilities.

A. All personnel report to the Joint Committee through the Director and other additional administrators as designated.
B. The school's administrative personnel are responsible to the Director and charged with the following functions:

1. **Assistant Director**
   The Assistant Director is charged with assuring the relevance and effectiveness of all components of the school's instructional program. This individual is responsible for developing and maintaining a competency based curriculum in each of the school's programs and for articulating the curriculum between its secondary and adult units and with external institutions of higher education. Responsible for maintaining the school's partnership with its participating schools, occupational advisory committees, and accrediting agencies, this individual utilizes the expertise of these groups in formulating curricular recommendations.

   The Assistant Director designs and implements a comprehensive staff development program that provides for the needs of individual staff and is directed toward elevating the institutional climate and effectiveness of instruction.

2. **Supervisor of Career and Technical Education**
   The Supervisor of Career and Technical Education is responsible for supervising the daily operations of the secondary Career and Technical programs. This person supervises the Career and Technical teachers and is responsible for providing a coherent program of student management and record keeping.

3. **Business Manager**
   The Business Manager is responsible for the administration and maintenance of the school's financial affairs, the supervision and maintenance of the school plant, the supervision of classified employees, and maintaining the reporting relationship with government agencies.

4. **Supervisor of Practical Nursing**
   The Supervisor of Practical Nursing is responsible for the supervision of the Practical Nursing Program. S/he also is responsible for providing and maintaining all school nursing services. Additionally, this person functions as the school liaison to Abington Hospital and the State Board of Practical Nursing.

5. **Supervisor of Adult Education**
   The Supervisor of Adult Education is responsible for providing overall supervision of the programs offered in the Adult Education Division, all programs related to apprentice training, part-time Career and Technical programs, part-time technical, and any special part-time programs sponsored cooperatively by the school and industry or other agencies.

Adopted: 3/13/13