

Qualifications and Duties of the Administrative Director

Title: Administrative Director

Qualifications:

1. Must possess qualifications in education, training, and experience that meet the certification requirements established by the State Board of Education for a school principal.
2. School administration experience desirable.
3. First Aid, CPR, and approved evidence-based nonviolent crisis intervention certification.
4. Any other qualifications found necessary and approved by the Board.

Reports to: Board of Trustees

Supervises: All staff

Performance Responsibilities

1. Executive

The Administrative Director shall act as the chief executive officer of the Board and shall be responsible for the execution of policies adopted by the Board. He/she shall be responsible for the supervision of faculty and employees and shall pre-approve all program activities. He/she shall attend all meetings of the Board and its committees, and be granted the right of taking part in its deliberations, but he/she shall not have the right to vote.

2. Advisory

The Administrative Director shall act as professional advisor to the Board in the formation of organization policies.

2003

Revised 3-27-02
Revised 2-22-12
Revised 3-23-16
Revised 3-25-20

3. Professional

a. The Administrative Director is the budget officer of the Board. He/she shall prepare and present to the Board a budget in April. The annual budget will be presented to the Board for adoption or modifications at the June meeting. After adoption, the budget will direct the purchases of the Administrative Director.

b. The Administrative Director will have the authority to employ or discharge classified personnel.

c. Assignment of Personnel - The Administrative Director shall make assignments or transfers that are, in his/her professional judgment, necessary to secure the highest efficiency of the school staff.

d. Textbooks, Supplies, and Materials - The Administrative Director shall be responsible for providing, through appropriate delegated channels, staff and students with the necessary supplies, and materials to carry on their activities.

e. School Calendar - The Administrative Director shall recommend to the Board a school calendar no later than the first of April. The calendar shall, at a minimum, meet the State requirements for the number of days that school is to be in session.

4. Supervisory

a. Instructional Quality - The Administrative Director shall be responsible for the supervision of instruction. He/she shall visit each room as often as possible, observing the work of both teachers and students, and making suggestions that will promote the interests of the school. He/she shall, in every way possible, aid, cooperate with, and encourage teachers in their work. He/she shall meet with teachers as often as he/she shall deem necessary for the purpose of discussing methods of instruction and management.

b. Relationship with Employees - The Administrative Director shall be the educational leader, striving to instill a positive attitude in staff members.

c. Curriculum - The Administrative Director shall study to determine the adequacy of the curriculum and report to the Board new programs or improvements in the organization of the curriculum as the need arises.

5. Public Relations

The Administrative Director shall inform the public and the Board of the school conditions and needs.

He/she shall promote the NWBOCES programs, its objectives, to the public.

He/she shall work closely with superintendents, special directors, member district boards, Wyoming Department of Education and Department of Family Services to explain the program and needed services.

6. Administrative Reports

The Board shall require reports from the Administrative Director concerning conditions and needs of the NWBOCES.

An annual report covering the activities of the NWBOCES administration's recommendations for their improvement prepared by the Administrative Director and presented to the Board at the October board meeting.

7. Civil Rights Compliance Officer

The Administrative Director will be responsible for civil rights compliance training and reports for the State Department of Education and the Federal Government.

2005

Revised 3-27-02
Revised 2-27-08
Revised 2-22-12
Revised 3-23-16