

## 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 model of nonviolent crisis intervention certification.
4. Any other qualifications found necessary and appropriate 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 facilities and employees and shall pre-approve all program activities. He/She shall attend all meetings of the Board and its committees, and be granted privilege 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. He/she shall be present at all meetings and shall have a voice in the discussions, but he/she shall not have the right to vote.

2003

3. Professional

a. The Administrative Director is the budget officer of the Board. He/she shall prepare and present to the Board a preliminary 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 entire staff.

d. Textbooks, Supplies, and Materials - The Administrative Director shall be responsible for providing, through regularly delegated channels, staff & students with the necessary textbooks, 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 meeting in April. The calendar shall, at a minimum, meet the State requirement 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 pupils and teachers, and making suggestions that will promote the interest of the school. He/she shall, in every way possible, aid, counsel, 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 professional attitude in staff members.

c. Curriculum - The Administrative Director shall direct studies to determine the adequacy of the curriculum and recommend 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 NW BOCES programs, its goals and objectives, to the public.

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

6. Administrative Reports

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

An annual report covering the activities of the NW BOCES and the administration's recommendations for their improvement shall be 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

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