

3. The Administrative Director makes recommendations to the Board for resolution of complaints not resolved at the administrative level.

1 2 3 4

Comments:

4. The Administrative Director serves as the Board's liaison with standing and advisory committees.

1 2 3 4

Comments:

5. The Administrative Director takes reasonable steps to ensure conditions, procedures, actions, or decisions that result in lawful, ethical, safe, respectful, and dignified treatment of students, parents, staff and community.

1 2 3 4

Comments:

Labor Relations

1. The Administrative Director ensures a compensation and benefits plan is presented to the Board.

1 2 3 4

Comments:

2. The Administrative Director administers contracts and/or agreements in accordance with all regulations.

1 2 3 4

Comments:

2007c-R

May Administrative Director Evaluation (Budget/Finance & Facilities, Transportation, Food Services)

1= Performance is not in compliance with this expectation. Please comment.

2= Performance may need some attention. Please comment.

3= Progress is being made toward this expectation.

4= Performance is in full compliance with this expectation.

Budget/Finance

1. The Administrative Director ensures a detailed budget is presented to the Board that is based upon the Board's priorities and parameters.

1 2 3 4

Comments:

2. The Administrative Director takes reasonable steps to ensure that all legal requirements are met in the administration of the budget.

1 2 3 4

Comments:

3. The Administrative Director takes reasonable steps to ensure: A) The fiscal condition of the NW BOCES is consistent with the NW BOCES Strategic Plan, vision and mission statement, governance policies, and roles and responsibilities policies. B) The long-term financial health of the NW BOCES is sound. C) The Board is notified prior to any spending that materially deviates from the annual budget adopted by the Board. D) The Board's ultimate authority to determine the financial matters of the NW BOCES is adhered to.

1 2 3 4

Comments:

4. The Administrative Director takes reasonable steps to ensure that assets are protected, adequately maintained, and appropriately used.

1 2 3 4

Comments:

5. The Administrative Director acts as a resource to the Board on all financial matters of the NW BOCES.

1 2 3 4

Comments:

2007d-R

Adopted 7-26-17

Reviewed 5-27-20

6. The Administrative Director takes reasonable steps to ensure conditions, procedures, actions or decisions result in lawful, ethical, safe, respectful and dignified treatment of staff and volunteers.

1 2 3 4

Comments:

7. The Administrative Director makes reasonable background inquiries and checks prior to hiring any paid personnel, or accepting volunteers.

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Comments:

8. The Administrative Director evaluates NW BOCES administrative/supervisory staff and others that report directly to the Administrative Director.

1 2 3 4

Comments:

9. The Administrative Director reports to the Board those employees who are under suspension or Plans of Improvement.

1 2 3 4

Comments:

10. The Administrative Director delegates authority to staff members, as he/she deems appropriate.

1 2 3 4

Comments:

Student Services

1. The Administrative Director takes reasonable steps to create a school environment that is safe, conducive to the learning process, and free from unnecessary disruption.

1 2 3 4

Comments:

2007g-R

3. The Administrative Director schedules presentations and reports by staff on assessments and instructional programs as deemed necessary by the Board or Administrative Director.

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Comments:

4. The Administrative Director prepares and recommends a NW BOCES calendar.

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Comments:

2007i-R

**Adopted 7-26-17
Revised 5-27-20**

4. The Administrative Director keeps the Board informed of NW BOCES programs, operations, condition of the schools, and other issues or problems.

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Comments:

5. The Administrative Director brings special issues to the attention of the Board in a timely fashion.

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Comments:

6. The Administrative Director assists the Board in board development and leadership training.

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Comments:

2007m-R

Adopted 7-26-17
Reviewed 5-27-20