# ADMINISTRATION

**TABLE OF CONTENTS**

**2.1 DUTIES OF THE DIRECTOR 3**

**2.2 DIRECTOR COMPENSATION 6**

**2.3 DIRECTOR ATTENDANCE AT SCHOOL BOARD TRAINING 7**

 **CONFERENCES**

**2.1—DUTIES OF THE DIRECTOR**

The Director, as the chief executive officer of the Board and the school system, shall be the administrative head of all departments in the school. The Director shall be responsible to the Imboden Area Charter School Board of Directors for administering the school system according to the mandates of the laws, Division of Elementary and Secondary Education, other agencies of jurisdiction, and policies governing school operations. While the Director may delegate his/her duties when and where necessary and appropriate, he/she shall be responsible ot the Board for the results of those duties delegated.

The Director shall be the Ex officio financial secretary as provided for in A.C.A. § 6-17-918(a).

Some of the Director’s duties include:**\***

**Board Relations**

* Maintain a current knowledge of pertinent legal changes, and advise the Board of such information.
* Assist the Board in identifying individual and team training needs and in arranging Board training opportunities.
* Prepare Board agendas and meeting materials in cooperation with the Board President.
* Serve as custodian of all Board minutes and records.
* Attend all Board meetings except closed meetings when the Board wants to evaluate the school Director privately.
* Recommend policies for the Board for adoption and oversee effective implementation of adopted policies.
* Communicate with the school’s attorney on matters in litigation or matters potentially in litigation except as otherwise directed by the Board.
* Keep the Board continuously informed on key issues, needs, and operations of the school.

**Organizational Management and Community Relations**

* Communicate the school’s vision and mission to staff, students, parents, and the community;
* Develop short- and long-term goals for the school.
* Promote goal-oriented performance and support the achievement of student and campus performance objectives.
* Develop and implement effective communication within the school and between the school and the broader community.
* Represent the school in activities involving other schools, institutions, agencies, and professional or community groups.

**Fiscal, Administrative and Facilities Management**

* Develop administrative procedures and regulations to manage school operations and implement policies adopted by the Board.
* Prepare and submit accurate and timely reports required by the Board, the State of Arkansas, and other federal and state agencies and any records subpoenaed by a court of law.
* Prepare and present an annual budget for the school to the Board for its consideration.
* Administer the school’s budget and regularly reporting to the Board on the financial condition of the school.
* Ensure compliance with all applicable state and federal requirements.
* Ensure that the school plant and facilities are properly maintained and that adequate provision is made for the safety of students, employees, and other users of school facilities.
* Monitor school property, casualty, and workers’ compensation loss experience, and insurance plans to ensure that appropriate risk management and loss strategies are employed.

**Personnel Management**

* Recruit, employ, discipline, and discharge, as necessary, members of the faculty and staff.
* Plan and implement an effective personnel evaluation system that is aligned with the goals of the school.
* Define the responsibilities and duties of all personnel.
* Serve as liaison between the Board and staff.
* Develop and recommend pay systems, pay increases or pay adjustments, and benefit plans for personnel.
* Design and support all faculty and staff professional development activities.
* Promote a positive work environment that fosters high staff morale and excellence.

**Professional Growth and Development**

* Formulate with the Board an annual professional development plan and assist the Board in designing a process for evaluating the school director’s performance.
* Pursue professional development through attending conferences and involvement with related agencies and organizations.

**Instructional Management**

* Maintain a current knowledge of developments in curriculum and instruction and advise the professional staff of such information.
* Plan and implement an educational program in accordance with State and Federal requirements and the needs of the school.
* Oversee all aspects of the instructional program and ensure that there is a focus on improving student academic performance.
* Work with the staff, Board, and community to develop the curriculum and programs.
* Develop, evaluate, and revise the school improvement plan annually.
* Prepare reports and assist the board in evaluating the effectiveness of school programs.

**Student Management**

* Recruit, enroll, discipline, and dismiss, when necessary, students.
* Ensure an appropriate educational program for each student through the implementation of an individualized program that meets each student’s needs.
* Ensure an orderly and safe environment through the implementation of an equitable and effective system of student discipline.

Date Adopted: September 3, 2002

Last Revised: June 27, 2019

**2.2—DIRECTOR COMPENSATION**

The salary and employment benefits of the Director shall be determined by the Administrative Salary Schedule, based upon the level of education and experience of the Director.

The Director’s contract will be a 12-month contract. The school will pay the regular school contribution amount paid to all full-time employees toward a health insurance policy for the Director. The Director will be allowed vacation leave of two weeks per year, personal leave of two days per year, and sick leave of twelve days per year.

Date Adopted: September 3, 2002

Last Revised: June 27, 2019

2.3—DIRECTOR ATTENDANCE AT SCHOOL BOARD TRAINING CONFERENCES

The Imboden Area Charter School Board of Directors recognizes the School benefits from the Director and the members of the Board of Directors jointly attending school board member training conferences. The joint attendance provides an opportunity for the Director and members of the Board of Directors to develop their working relationship in a less formal setting and allows the Director and members of the Board of Directors to jointly build upon the training received. These benefits are even more evident when the Director is new to the School.

In recognition of these benefits, the Board of Directors authorizes the Imboden Area Charter School to cover the costs associated with the current Director or the individual who has a signed Director contract with the Imboden Area Charter School for the upcoming school year to jointly attend school board training conferences with the members of the Board of Directors.

Date Adopted: March 27, 2018

Last Revised: