

DIRECTOR POWERS AND RESPONSIBILITIES

Code **CBC** Issued **12/02**

Purpose: To establish the basic structure for the duties of the director.

The director will inspire, lead, guide and direct every member of the administrative, instructional and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in our center may have a complete, valuable, meaningful and personally rewarding education.

The director's specific responsibilities will include the following.

- Serve as the administrator and supervisor of the career center. All persons thereof will be directly responsible to the director.
- Be directly responsible to the career school board.
- Prepare a budget annually for the approval of the board and administer the budget as enacted by the board, acting at all times in accordance with legal requirements and adopted policies of the board.
- Attend all meetings of the board, except when his/her contract is being considered.
- Make recommendations for appointment and discharge of all center employees.
- Act as the purchasing agent of the center and have the authority to purchase supplies and equipment.
- Make rules and regulations regarding routine matters which have not been specifically provided for in the rules and regulations of the board; in the absence of specific rules and advice of the board, will assume any authority or perform any duty which any particular situation, unforeseen and suddenly arising, may demand subject to later consideration of any action by the board.
- Keep in his/her office a complete, accurate and detailed record of all financial transactions.
- Ensure that all board minutes are accurately and promptly recorded.
- Attend professional meetings conducted by the state department and such other professional meetings necessary to keep abreast of current educational practices.
- Promote and supervise evening classes for occupational and adult education programs.

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