

## CENTER DIRECTOR/BUILDING ADMINISTRATOR

Code **CFA** Issued **12/02**

---

Purpose: To establish the basic structure for the administrative operation of the center.

The director -- within the limits of the law, board policy and instructions from the board -- is the administrative authority of the center. The director is responsible for a thorough knowledge of all laws, regulations and instructions governing the position.

The director will coordinate all administrative and supervisory activities that occur in the building. The director will be responsible for the coordination of the work of supervisors, custodians, school resource officers and all others who work in relationship to the center and to the teachers.

The director will be responsible for the administration of center policies and administrative rules. The director will be responsible for communicating policies and rules to the building staff.

The director will keep the board fully advised as to the condition of the center. The director is responsible for the detailed organization of the center, the assignment of duties of staff members within the center, and the administration of the instructional program.

The director will handle all complaints from patrons or parents/legal guardians which affect the center, investigate the same, and refer to the board all cases which cannot be adjusted satisfactorily.

The board is responsible for teacher evaluation, student discipline, supervision of custodians and other areas as are set out in board policy.

Prime responsibilities of the director include the following.

- creating a learning environment that is appropriate for the learners
- assisting teachers in the implementation of an instructional program that is suitable for the learners
- evaluating the effectiveness of the instructional program as its is being implemented in the center
- evaluating the effectiveness of individual staff members
- arranging opportunities for staff members to improve their competencies as facilitators of learning
- managing the center budget, class and building schedules, and the care of the facility
- communicating the goals, objectives and achievements of the center to the students, parents/legal guardians and staff

Adopted 12/17/02