

4025 Director

The Teachwell Board employs a Director to serve as the chief executive officer of the Cooperative. The Board delegates to the Director the following authority and responsibilities.

Organizational Management.

- guide the process of fiscal planning, budgetary development, interpretation and development of salary and benefits of all personnel, and implement the Board-approved budget;
- direct the preparation of an annual budget and submits it to the Board in accordance with law;
- approve and direct, in accordance with law and regulations of the Board, purchases and expenditures within the limits of the budget;
- maintain directly or through delegation, such personnel records, pupil accounting records, business records, and other records which are required by law and Board policy;
- manage facilities owned, leased or utilized by Teachwell administration and schools, by evaluating their appropriateness for meeting Teachwell needs, recommending needed changes to the Board, and overseeing their maintenance and upkeep according to contractual agreements;
- dispose of all property no longer needed by the Teachwell in accordance to law;
- directly or indirectly supervise every Teachwell employee;
- employ such personnel as may be necessary, within the limits of budgetary provisions and subject to the Board's approval;
- direct efforts of employees by organizing and developing job descriptions and organizational charts;
- organize a planned program of staff evaluation and development;
- determine staffing levels necessary to meet Teachwell needs and assign staff schedules and duties accordingly;
- develop and execute sound personnel procedures and practices;

Community/Public Relations;

- develop a public relations program to keep the educational community informed of Teachwell's programs and services;
- represent Teachwell in communications with school districts, private businesses, government agencies and the news media;

- monitor state and federal governmental legislative and administrative laws, proposals, rules and regulations to ensure compliance and provide input where appropriate in the legislative process;
- maintain relationships with others in the educational community and participate in state and local educational events in order to stay abreast of educational needs and trends determine how the Teachwell can best serve its constituents;

Instructional Management

- administer Teachwell educational programs in conformity with the adopted policies of the Board and the rules and regulations of the State Department of Education and in accordance with state law;
- serve as the director of curriculum and researches, develops and implements curriculum in accordance with state standards for education;
- close schools and/or administrative offices according to his/her best judgment due to inclement weather or poor road conditions; Staff and contracting schools must be properly notified of these decisions;
- assume responsibility for food service operation in coordination with administrative staff;
- serve as the authorized representative for all local, state and federal education programs, unless otherwise designated by the Board;

Board Relationship

- serve as the executive officer of Teachwell and shall be charged with the responsibility for implementing the policies of the Board; He/she shall approve the agenda for each meeting, shall attend all meetings and participate in all deliberations of the board when such deliberations do not involve his/her employment;
- provide leadership to the Board in determining, evaluating and implementing the business model for the organization and guides the Board in the completion of long-range planning;
- he/she may delegate responsibility, but he/she is responsible to the Board for the results produced by said delegation;
- develops administrative principles, regulations and/or procedures for implementing Board policies.
- together with staff, provide a continuous appraisal of all Board policies;
- offer professional advice to the Board on items requiring Board action, making recommendations based on thorough analysis, using legal counsel when appropriate;
- communicate directly or through delegation, all actions of the Board relating to personnel matters to all employees and receives from employees all communication to be made to the Board;

- recommend the appointment and/or discharge of any employee of the Board as provided by law and the policies of the Board;
- keep the Board informed about the status of the Teachwell as well as educational trends and practices;
- act on his/her own discretion if action is necessary in any matters not covered by Board policy.

Adopted on: 8/15/2023

Revised on:

Reviewed on: