

## **BOARD-DESIGNATED AUTHORITY AND RESPONSIBILITIES OF DIRECTOR**

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

### Organizational Management

The Director guides the process of fiscal planning, budgetary development, interpretation and development of salary and benefits of all personnel, and implements the Board-approved budget.

Directs the preparation of an annual budget and submits it to the Board in accordance with law.

Approves and directs, in accordance with law and regulations of the Board, purchases and expenditures within the limits of the budget.

Maintains directly or through delegation, such personnel records, pupil accounting records, business records, and other records which are required by law and Board policy.

Is responsible for management of facilities owned, leased or utilized by Cooperative administration and schools, by evaluating their appropriateness for meeting Cooperative needs, recommending needed changes to the Board, and overseeing their maintenance and upkeep according to contractual agreements.

Disposes of all property no longer needed by the Cooperative in accordance to law.

### Human Resources Management

Directly or indirectly supervises every Cooperative employee.

Has the authority to employ such personnel as may be necessary, within the limits of budgetary provisions and subject to the Board's approval.

Directs efforts of employees by organizing and developing job descriptions and organizational charts. Organizes a planned program of staff evaluation and development.

Determines staffing levels necessary to meet Cooperative needs and assigns staff schedules and duties accordingly.

Develops and executes sound personnel procedures and practices.

### Community/Public Relations

Develops a public relations program to keep the educational community informed of the Cooperative's programs and services.

Represents the Cooperative in communications with school districts, private businesses, government agencies and the news media.

Monitors state and federal governmental legislative and administrative laws, proposals, rules and regulations to ensure compliance and provide input where appropriate in the legislative process.

Maintains relationships with others in the educational community and participates in state and local educational events in order to stay abreast of educational needs and trends determine how the Cooperative can best serve its constituents.

#### Instructional Management

The Director shall administer Cooperative 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.

Serves as the director of curriculum and researches, develops and implements curriculum in accordance with state standards for education.

Is authorized to 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.

Assumes responsibility for food service operation in coordination with administrative staff.

Serves as the authorized representative for all local, state and federal education programs, unless otherwise designated by the Board

#### Board Relationship

The Director shall serve as the executive officer of the Cooperative 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.

The Director provides 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, provides a continuous appraisal of all Board policies.

Offers professional advice to the Board on items requiring Board action, making recommendations based on thorough analysis, using legal counsel when appropriate.

Communicates 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

Recommends the appointment and/or discharge of any employee of the Board as provided by law and the policies of the Board.

Keeps the Board informed about the status of the Cooperative as well as educational trends and practices.

Acts on his/her own discretion if action is necessary in any matters not covered by Board policy.

Adopted: January 15, 2014