

QUALIFICATIONS AND DUTIES FOR THE DIRECTOR

I. QUALIFICATIONS

1. The candidate for director shall meet the qualifications as set forth in State Board of Education Regulations Governing Licensure of School Personnel.
2. Preference shall be given to those applicants whose experience and education demonstrate a balance between instruction and school operations.
3. Eligibility shall be limited to individuals whose records indicate they possess the following attributes:
 - a. Good character
 - b. Management talent
 - c. Leadership
 - d. Knowledge of school law
 - e. Understanding of special education
 - f. Outstanding ability in all aspects of secondary education.

The position of director is a performance-based position with remuneration directly dependent on the achievement of the performance goals and standards established by the Regional School Board and the Superintendents' Steering Committee evaluation of the director.

II. MAJOR DUTIES

1. Serves as chief executive officer of the Regional School Board.
 - A. Attends Regional School Board meetings.
 - B. Implements policies of the Regional School Board.
 - C. Reports to the Superintendents' Steering Committee and the Regional School Board about the status of programs, personnel and operations of the school.
 - D. Recommends actions to the Regional School Board.
 - E. Communicates as liaison between the Regional School Board and school personnel.
 - F. Assists the chair in developing and distributing notices and agenda of meetings of the Regional School Board.
2. Acts as the educational leader of the school.
 - A. Supervises the associate and assistant directors.
 - B. Oversees planning and evaluation of curriculum and instruction.
 - C. Develops for approval by the Regional School Board procedures for adopting textbooks and other instruction materials.
 - D. Maintains a current knowledge of developments in curriculum and instruction.
3. Enforces school laws and regulations.
 - A. Observes such directions and regulations as the Superintendent of Public Instruction or Board of Education may prescribe.
 - B. Makes reports to the Superintendent of Public Instruction whenever required.

- C. Distributes promptly all reports, forms, laws and regulations which may be received from the Superintendent of Public Instruction.
 - D. Enforces school laws, regulations and decisions of the Superintendent of Public Instruction and of the Board of Education.
 - E. Prepares and maintains administrative procedures, guidelines and regulations to be used to implement Regional School Board policy. If Regional School Board action is required by law or the Regional School Board has specifically asked that certain types of regulations be given prior Regional School Board approval, these regulations and guidelines shall be placed in the Regional School Board manual. The administrative procedures, guidelines and regulations shall be discussed with the staff and made available for their information.
4. Oversees staff personnel management.
- A. Organizes recruitment of personnel.
 - B. Insures administration of personnel policies and programs.
 - C. Supervises evaluation of personnel.
 - D. Provides for maintenance of up-to-date job descriptions for all personnel.
5. Oversees facility management.
- A. Prepares long and short-range plans for the facility.
 - B. Insures the maintenance of school property and safety of personnel and property.
 - C. Inspects school property on a regular basis.
 - D. Approves the utilization of school property.
 - E. Monitors any construction, renovation and demolition of school facilities.
 - F. Represents the school before local or state agencies which control building requirements or provide financing for buildings.
 - G. Closes public school buildings which appear to be unfit for occupancy.
6. Oversees financial management.
- A. Prepares budget for Regional School Board approval.
 - B. Insures that expenditures are within the limits approved by the Regional School Board.
 - C. Reports to the Regional School Board on the financial condition of the school.
 - D. Establishes procedures for procurement of equipment and supplies.
 - E. Ensures that an accurate record of all receipts and disbursements of school funds is kept.
7. Directs community relations activities.
- A. Articulates educational programs and needs to the community.
 - B. Responds to concerns expressed in the community.
 - C. Maintains contact with the news media.
 - D. Participates in community affairs.
 - E. Involves the community in planning and problem solving for the school.
8. Oversees pupil personnel services.
- A. Monitors pupil personnel services.

- B. Insures adequate pupil record system.
- C. Implements policies and programs relating to behavior and discipline of pupils.
- D. Maintains programs for health and safety of pupils.
- E. Communicates as liaison between the school and community social agencies.

Adopted: August 16, 2018

Legal Ref.: Constitution of Virginia, article VIII, § 5c.

Code of Virginia, 1950, as amended, §§ 22.1-58, 22.1-59, 22.1-68, 22.1-69, 22.1-136; 22.1-253.13:7.

8 VAC 20-22-50.

8 VAC 20-22-600.

8 VAC 20-390-10.

8 VAC 20-390-40.

8 VAC 20-390-50.

8 VAC 20-390-60.

8 VAC 20-390-70.

8 VAC 20-390-80.

8 VAC 20-390-90.

8 VAC 20-390-100.

8 VAC 20-390-110.