

QUALIFICATIONS AND DUTIES FOR THE EXECUTIVE DIRECTOR

QUALIFICATIONS

The executive director meets or exceeds the requirements set by the Board of Education.

The executive director annually participates in high-quality professional development activities at the local, state, or national levels, on topics including the Standards of Quality, Board of Education regulations, and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents.

MAJOR DUTIES

Serves as chief executive officer of the Regional School Board, the executive director

- attends Regional School Board meetings,
- implements Regional School Board policies and ensures that they are posted on the school's website,
- reports to the Superintendents' Steering Committee and the Regional School Board about the status of programs, personnel and operations of the school,
- recommends actions to the Regional School Board,
- facilitates communication between the Regional School Board and school personnel,
- assists the chair in developing agenda of meetings of the Regional School Board, and develops regulations as directed by the Regional School Board.

1. As the educational leader of the school, the executive director
 - supervises the associate and assistant directors,
 - oversees planning and evaluation of curriculum and instruction,
 - develops for approval by the Regional School Board procedures for adopting textbooks and other instructional materials,
 - maintains a current knowledge of developments in curriculum and instruction.
2. The executive director enforces school laws and regulations, including by
 - observing directions and regulations prescribed by the Superintendent of Public Instruction or Board of Education,
 - reporting information to the Superintendent of Public Instruction whenever required,
 - promptly distributing all reports, forms, laws and regulations received from the Superintendent of Public Instruction,
 - enforcing school laws, regulations and decisions of the Superintendent of Public Instruction and of the Board of Education,
 - developing and maintaining procedures, guidelines and regulations 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 procedures, regulations and guidelines are presented to the Regional School Board for approval and, when approved, placed in the

Regional School Board policy manual. The administrative procedures, guidelines and regulations are communicated to the staff and made available for their information.

The executive director oversees staff personnel management, including by

- organizing recruitment of personnel,
- administering personnel policies and programs,
- upon request of the Regional School Board, surveying the school at least annually to identify critical shortages of teachers and administrative personnel by subject matter, specialized student support positions, and reporting such critical shortages to the Regional School Board, the Superintendent of Public Instruction, and the Virginia Retirement System;
- supervising evaluation of personnel.
- providing for maintenance of up-to-date job descriptions for all personnel, and
- annually designating a school employee as the school safety official whose duty it is to receive reports pursuant to subsection A of Va. Code §§ 19.2-83.1, 19.2-291.1, and 19.2-299.3 and including such designation in the collated packet of school safety audits submitted to the Virginia Center for School and Campus Safety. The designation includes updated contact information for the school safety official, including (i) a current mailing address, (ii) a current working daytime phone number, (iii) a current functional email address, and (iv) a current functional fax number. The executive director updates this contact information within 48 hours of any change to such information.

Specialized student support positions include school social workers, school psychologists, school nurses, licensed behavior analysts, licensed assistant behavior analysts, and other licensed health and behavioral positions, which may either be employed by the Regional School Board or provided through contracted services.

3. The executive director oversees facility management, including by
 - preparing long and short-range plans for the facility,
 - providing for the maintenance of school property and safety of personnel and property,
 - inspecting, or providing for the inspection of school property on a regular basis,
 - overseeing the utilization of school property,
 - monitoring any construction, renovation and demolition of school facilities,
 - representing the school before local or state agencies which control building requirements or provide financing for buildings, and
 - closing public school buildings which appear to be unfit for occupancy.
4. The executive director oversees financial management by
 - preparing the budget for Regional School Board approval,
 - ensuring that expenditures are within the limits approved by the Regional School Board,
 - reporting to the Regional School Board on the financial condition of the school,
 - establishing procedures for procurement of equipment and supplies, and

- ensuring that an accurate record of all receipts and disbursements of school funds is kept.
5. The executive director directs community relations activities, including by
- articulating educational programs and needs to the community,
 - responding to concerns expressed in the community,
 - maintaining contact with the news media,
 - participating in community affairs, and
 - involving the community in planning and problem solving for the school.
6. The executive director oversees pupil personnel services by
- monitoring pupil personnel services,
 - providing for an adequate pupil record system,
 - implementing policies and programs relating to behavior and discipline of pupils,
 - maintaining programs for the health and safety of pupils, and
 - facilitating communication between the school and community agencies.

Adopted: August 16, 2018

Amended: October 17, 2019

Amended: October 15, 2020

Amended: October 21, 2021

Amended: October 19, 2023

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

Code of Virginia, 1950, as amended, §§ 22.1-58, 22.1-59, 22.1-68, 22.1-69, 22.1-70.3, 22.1-79, 22.1-136; 22.1-253.13:2, 22.1-253.13:5, 22.1-253.13:7

8 VAC 20-23-50.

8 VAC 20-23-630.

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.

Cross Refs.:

Pol 1000	School Board Powers and Duties
Pol 2020	School Crisis, Emergency Management, and Medical Emergency Response Plan