

ADMINISTRATIVE OFFICER--AUTHORITY AND DUTIES

The cooperative board shall employ a certified director. The board may appoint the director to serve as the:

- A. Administrative officer of the region; and
- B. Treasurer and secretary to the board.

The administrative officer may nominate teachers and shall perform other duties as assigned by the board (carrying out the duties normally ascribed to a superintendent of schools).

If the cooperative board does not designate the director to serve as administrative officer, the board may enter into an agreement with a superintendent with the region to serve as ex officio administrative officer for the region with the duties of the preceding paragraph.

General Duties

The administrative officer is charged with general supervision of all activities under the control of the cooperative board. He/she shall put into effect and administer such policies and plans as are adopted by the board.

Authority

All individuals employed by the board are directly responsible to the administrative officer. He/she shall make rules and give such instructions to employees as may be necessary to make policies of the board effective.

Delegation of Authority

The administrative officer, at his/her discretion, may delegate to other employees of the cooperative board the exercise of any powers and the discharge of any duties imposed upon the administrative officer by these policies or by vote of the board. The delegation of power or duty, however, does not relieve the administrative officer of responsibility to the board for the action taken under such delegation.

Duties in Relation to Board Meetings

Except when matters pertaining to his/her own employment are under consideration, the administrative officer should be present at all legal meetings of the board. He/she has the privilege of taking part in all deliberations but no vote.

Meetings of Employees

The administrative officer may hold such meetings for employees as he/she deems necessary.

Nomination of Employees

For each vacancy, the administrative officer shall select the most able and best qualified candidate available. The board, in its discretion, may reject any nomination made by the administrative officer. In case of such rejection, it shall become the duty of the administrative officer to make another nomination as soon as it is practicable.

Unsatisfactory Service

The administrative officer shall report to the board the case of any employee whose services are unsatisfactory, and shall recommend to the board what he/she deems to be appropriate action.

Legal Reference: TITLE 20 MRSA, SECTION 8458

Cross Reference: BFE - ADMINISTRATION IN POLICY ABSENCE

Adopted: FEBRUARY 20, 1992