

## VOCATIONAL DIRECTOR -- AUTHORITY AND DUTIES

### General Duties

The director is the educational leader of the Technical Center. He/she shall administer and supervise the school in accordance with such procedures and policies as the board and administrative officer may prescribe. He/she shall keep the administrative officer advised relative to the conditions and needs of the school.

### Improvement of Instruction

The primary duty of the director is to administer and supervise the school in such a manner as to secure improvement of instruction. An effective administrator helps each teacher to grow professionally and builds the morale of the staff. He/she releases the creative energy of the staff by encouraging new ideas and suggestions.

### Attitude

An administrator is friendly and encouraging to teachers and students. He/she should achieve through persuasion rather than through exercise of authority whenever possible.

### Community

The director is responsible for maintaining a close relationships within the Region. He/she, or delegated staff, should interpret the educational program to the people.

### Responsibility

The director is directly responsible through the administrative officer to the cooperative board. He/she is responsible for organizing the school in the best interests of the students and shall confer frequently with the administrative officer regarding such organization. He/she shall be considered a member of the management team.

### Discipline

The director is responsible for helping teachers and pupils achieve discipline. Any students whose conduct is injurious to the best interests of the school may be suspended by the director; immediate notice of such suspension, with the reason, shall be supplied to the student, the parent/guardian, the sending school, and the administrative officer to the cooperative board.

### School Property

The director is responsible for the care of buildings, grounds and other property of the school and should direct the work of the building and maintenance supervisor.

### Emergencies

The director is responsible for taking all reasonable precautions to safeguard the health and well being of students and staff members in the Technical Center. He/she shall formulate adequate plans for meeting such emergencies as fire, storm, and other sudden danger. He/she shall report promptly and keep a record of all accidents at the school.

### Study of Education

The director is to keep him/herself informed concerning modern educational thought and practice. It is assumed that he/she will:

- A. Visit other Technical Centers with the State;
- B. Attend educational conferences;
- C. Be conversant with modern educational thought as expressed in periodicals and books upon this subject;
- D. Be responsible for new knowledge of teaching practices through advance study; and
- E. Be a member of professional associations.

Adopted: FEBRUARY 20, 1992

