

## North Lakes Academy

**Policy #: 602**

**Policy Name:** Director's Job Description

Adopted: January 13, 2009

Reviewed:

### **I. Purpose**

The Board of Directors recognizes the importance of good leadership in any organization. The Board also recognizes the essential duty of the school director to assume responsibility for all personnel, facilities, services, and programs for the school and to clearly communicate those expectations to the director. Therefore, the Board of Directors establishes this Director's Job Description.

### **II. Expectations**

1. Uphold the mission, vision, and goals of the school. Work with board to develop and maintain policies. Recommend policy changes as required. Enforce adopted policies and implement board decisions.
2. Share a leadership role with the board chair in strategic planning which includes developing and maintaining the five-year plan.
3. Recommend student achievement policies and goals to the board and insure student achievement goals are met.
4. Oversee the preparation of annual budgets, support the business manager in implementation of financial controls, and insure adherence to fiscal policies, including the annual budget.
5. Design, summarize, and disseminate information related to best practice in learning theory, instructional strategies, classroom management, and curriculum development. Insure vertical and horizontal curriculum alignment. Establish and monitor criteria for evaluation and selection of instructional materials. Use student achievement data to drive curriculum and instruction decisions.
6. Lead the executive management / leadership team. Insure administration is accessible to parents and staff during normal hours of operation. Oversee assistant director in staffing decisions. Execute annual performance evaluations for the executive leadership team and insure annual performance reviews are performed for all school staff.
7. Facilitate parent advisory meetings. Summarize parent feedback to the board and recommend appropriate changes as required.
8. Lead crisis planning and management practices and summarize school needs to the board. Insure safety procedures are defined and implemented.
9. Represent school in PR situations including outreach to larger community, relationships with education and business partners, and interactions with the sponsor liaison.
10. Participate in charter professional organizations.
11. Insure compliance to state and federal regulations.

### **III. Review Process**

The Director will be reviewed annually in the spring (usually at the February board meeting). The review process will be closed to the public. Each board member will anonymously evaluate the Director as above, at, or below expectations for each requirement above and provide constructive suggestions.