

Qualification/Powers and Responsibilities of Administrator
(Job Description)

TITLE: Administrator of the charter school

- QUALIFICATIONS:
1. Certification and other legal credentials required by Colorado state law
 2. Degrees and areas of major study as required by Colorado state law and regulations of the Colorado Department of Education
 3. Prior to job experience as determined by the Charter Board
 4. Such alternatives to the above qualifications as the charter board may find appropriate and acceptable

REPORTS TO: Charter Board

SUPERVISES: Directly or indirectly all employees of the charter school

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

The administrator of the school shall be responsible for the general management of the charter school under the requirements of the state and the policies of the Charter Board. The administrator shall be responsible for guiding the development of the educational objectives and programs of the charter school to fulfill the educational needs of all students. The administrator shall provide overall direction to the activities of the charter school and its personnel toward the accomplishment of charter school goals, administer the policies of the Charter Board, conserve the charter school's assets and resources, and maintain and enhance the charter school's standing in all its internal and external relationships.

The management responsibilities of the administrator shall extend to all activities of the charter school, to all phases of the educational program and to all parts of the physical plant.

1. Operations. The administrator shall:
 - a. Manage the work of all personnel in planning and program development and direct the activities of the charter school. The administrator may delegate these responsibilities together with appropriate authority, but the administrator may not delegate nor relinquish ultimate responsibility for results of any portion of the accountability.
 - b. Manage the development of long and short-range educational objectives for the improvement and growth of the charter school and of educational activities in the charter school.
 - c. Manage the development of the overall educational process and administrative procedures and controls necessary to the implementation of educational programs for the achievement of the educational objectives of the charter school.
 - d. Manage the regular and systematic evaluation, analysis and appraisal of the achievements of students and the performance of personnel in each of the educational programs or activities against stated objectives of the charter school.
 - e. Report to the Charter Board the progress and status of the programs and activities of the charter school.
 - f. Inform the Charter Board on all matters of major importance or significance to the activities, programs and progress of the charter school.

2. Organization. The administrator shall:
 - a. Establish and maintain an administrative organization which provides for the effective management of all the essential functions of the charter school.
 - b. Recommend proposed revisions to the organization of the management structure including the establishment or elimination or a revision of administrative positions.

3. Personnel. The administrator shall:
 - a. Develop and recommend policies and programs for personnel recruitment, selection and employment; employee relations; employee benefits and services; employee safety; personnel evaluation, and salary administration for the charter school.
 - b. Insure the maintenance of an adequate of properly trained administrative and supervisory personnel throughout the charter school.
 - c. Recommend to the Charter Board the selection, employment, assignment, transfer and suspension of all personnel.
 - d. Supervise assigned personnel and conduct periodic evaluations and appraisals of their performance.
 - e. Recommend salary increases and salary adjustments for all personnel.
 - f. Develop and recommend to the Charter Board job classifications for all new positions.

4. Finances. The administrator shall:
 - a. Direct the development of the annual budget of the charter school.
 - b. Review and recommend programs and supporting data for funds to be included in the annual budget of the charter school.
 - c. Provide for the overall management of the charter school's financial activities and take appropriate action to insure that expenses are kept within the approved budgetary limits of the charter school.
 - d. Assist administrators and directors in maintaining economy and efficiency in the operation of their administrative units.
 - e. Maintain an active contact and familiarization with all local, state, federal and philanthropic programs which provide or could provide financial assistance to the charter school.

5. Relationships. The administrator shall:
 - a. Act as executive officer for the Charter Board.
 - b. Act as professional adviser to the Charter Board.
 - c. Attend meetings of the Charter Board with the right to comment on all issues.
 - d. Prepare the agenda for all educational matters for all meetings of the Charter Board and deliver the agenda with pertinent information on each item well in advance of the meeting.
 - e. Participate in the affairs of local, state and national professional organizations.
 - f. Serve as a representative of the school system and the community at meetings on the local, state and national level.
 - g. Maintain a cooperative working relationship between the schools and the community and community agencies.
 - h. Establish and maintain such other relationships within and outside the charter school as required to carry out the responsibility.
 - i. Provide the Charter Board with a calendar of events each month. This calendar should inform the Charter Board of reports and include various other events or items of interest to the Charter Board.

LEGAL REF: C.R.S. 22-9-106(4)

First Reading Date: 1-12-2016

Adoption Date: 2-9-2016

Lake George Charter School