

Program-Related Duties and Other Managing Entities

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Development of Administrative Rules, Guidelines, and Procedures

The Head Administrator is responsible for the developing and implementing of all rules, guidelines, and procedures necessary for the operation and administration of the School. These rules, guidelines, and procedures shall be binding upon all students and staff, so long as they do not conflict with these Policies or any state or federal law. In the event that these Policies directly conflict with federal or state law, the rules, guidelines, and procedures should comply with the applicable federal or state laws.

The Head Administrator has the authority and discretion to develop handbooks, derived from these administrative rules, guidelines, and procedures. Such handbooks shall be distributed to parents, students, and staff as the Head Administrator deems necessary.

If any changes are made to the administrative rules, guidelines, or procedures, such changes shall be posted in a common area of the Facilities, or shall otherwise be communicated in a manner reasonably expected to reach students, staff, and parents.

Finally, the Head Administrator shall develop and maintain an organizational chart, which is kept updated and is immediately accessible by the Governing Authority at any given time.

Cross Reference: Policy 1300, Code of Regulations.

Job Description Database

The School shall create and maintain a comprehensive database of job descriptions, which shall include an accurate and reasonably detailed description of each position within the School.

Cross Reference: Policy 5110, General Employment Eligibility; Policy 5120; Employee Designations; Policy 5130, Teacher Requirements; Policy 5140, Substitute Teachers; Policy 5150, Educational Assistants; Policy 5160, Other Employees.

Development of School Curriculum

The Governing Authority hereby vests in the Head Administrator the ongoing duties and responsibilities associated with developing the School's curriculum. "Curriculum" is broadly defined as all school courses, instruction, projects, and activities planned and executed pursuant to the educational goals of the School.

In developing, maintaining, and updating the curriculum, the Head Administrator shall:

- ensure the curriculum is consistent with the School's mission and complies with the Sponsor contract, state law, and federal law;
- seek State and Federal aid for the curriculum;
- be cognizant of changes in society, technology, and knowledge; and
- clearly communicate the curriculum's goals and plans to the School's various constituencies.

The Head Administrator shall review the School's curriculum on a regular basis. Prior to implementing substantive changes in the curriculum, the Head Administrator shall present proposed changes to the Governing Authority.