

3. Attends and participates in all regular and special meetings of the Board and makes recommendations of any nature affecting the school.

Comments:

4. Reports to the Board such matters as deemed material to the understanding and proper management of the school or as the Board may request.

Comments:

5. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget and submits it to the Board for review and approval.

Comments:

6. Maintains directly or through delegation such personnel records, student accountive records, business records and other records which are required by law and by Board policy.

Comments:

7. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.

Comments:

8. Files, or causes to be filed, all reports which are required.

Comments:

9. Makes recommendations to the Board for the employment, promotion, demotion, transfer or dismissal of all employees of the district. Demotes, dismisses or suspends any employee for just cause and reports such suspension to the Board for final action.

Comments:

10. Supervises methods of teaching and supervises food services and support service functions in the school.

Comments:

11. Defines educational needs and formulates policies and plans for recommendation to the Board.

Comments:

12. Makes administrative decisions necessary to the proper function of the district.

Comments:

13. Represents the district in its dealings with other school systems, institutions and agencies, community organizations and the general public.

Comments:

14. Acts as purchasing agent for the Board and establishes procedures for the purchase of books, materials and supplies.

Comments:

15. Recommends to the Board the adoption of all textbooks used in the district.

Comments:

16. Examines the need for additional school facilities, recommends to the Board plans for meeting the need and works with architects selected by the Board in planning additional facilities approved.

Comments:

17. Assists the Board in teacher negotiations.

Comments:

18. Other duties as assigned by the Board.

Comments:

19. Reviews and updates Board policy as needed.

Comments:

20. Establishes management techniques that utilize staff personnel for the best interests of the students; and shows evidence of careful selection, placement and utilization of staff.

Comments:

21. Develops procedures to assure student and staff safety.

Comments:

22. Establishes rules and regulations to control student conduct; shows concern for individual students; creates an atmosphere which reflects a sound approach toward social behavior, school rules and positive self-concept.

Comments:

PERFORMANCE RESPONSIBILITIES - OTHER ITEMS:

Acceptable Unacceptable

1. Represents the Board as liaison between the district and the community.

Comments:

2. Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the district, effecting a wholesome and cooperative working relationship between the schools and the community.

Comments:

3. Summons employees of the district to attend such regular and occasional meetings as are necessary to carry out the instructional and support program of the district.

Comments:

4. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.

Comments:

5. Is responsible for scheduling the use of buildings and grounds by all groups and/or organizations.

Comments:

6. Serves as clerk of the Board.

Comments:

7. Monitors contract with Mid-Columbia Bus Company and participates in negotiations (along with []) with Mid-Columbia Bus Company every three years.

Comments:

8. Coordinates maintenance of grounds and facilities.

Comments:

9. Assist staff members in investigating and evaluating promising new developments.

Comments:

10. Provides, when possible, the materials and facilities necessary for the teacher to accomplish instructional objectives.

Comments:

11. Offers constructive criticism when necessary.

Comments:

12. Delegates responsibilities.

Comments:

13. Participates in civic groups and/or community organizations.

Comments:

14. Allows for and encourages community utilization of the building and its resources (library, gym).

Comments:

15. Exercise good professional judgment.

Comments: