

**TEMECULA VALLEY CHARTER SCHOOL
Board Policy**

Section 2000 Governing Board

2006 Executive Director Responsibilities and Duties

Board Action: APPROVED

Effective Date: 8-20-2015

The Board of Directors desires to set clear expectations of the Executive Director/Principal's responsibilities and duties in order to establish a productive working relationship with the Executive Director/Principal, ensure that the work of the Executive Director/Principal is focused on achievement of the school's vision and goals, and provide a fair basis for holding the Executive Director/Principal accountable. The responsibilities are detailed in law, Board policy, and the Executive Director/Principal's contract and job description.

As the chief administrator of the school, the Executive Director/Principal shall implement all Board decisions and manage the school in accordance with law and Board policies. The Executive Director/Principal has responsibilities related to students and the instructional program, personnel, non-instructional operations, and the community. The Executive Director/Principal also serves as a member of the school's governance team and has responsibilities to support Board operations and decision making.

The Executive Director/Principal may delegate any of his/her responsibilities and duties to other school staff but remains accountable to the Board for all areas of operation under the Executive Director/Principal's authority.