Article IV.G. **Associate Directors**

Under the direction of a member of the superintendency or a director, Associate Directors shall:

A. Coordinate a district-wide program or manage an administrative department.

B. Assist with the management of the annual budgets for their specific area of responsibility.

C. Coordinate the preparation of federal and state proposals and make the necessary program reports.

D. Research latest innovations and strategies and make recommendations to other administrators for implementation of projects.

E. Plan and provide, conduct and evaluate staff inservice.

F. Monitor program compliance so as to meet district, state and federal regulations.

G. Act as an expert advisor to principals, teachers, district departments, administrators, patrons, legislative groups and civic groups.

H. Organize and monitor special programs including schedules, staff, budget and payroll.

I. Attend appropriate district, state and other agency meetings. This includes committee membership.

J. Assist with the ongoing evaluation of program objectives. This includes review of district and school-based goals.

K. Perform other duties as assigned or delegated by supervisor.