

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.