

The Director of the School will:

- Operate with written procedures that are consistent with Federal and State law, the Charter Contract and District and Academy Board policies and will ensure that reasonable progress is made toward achieving the Academy Board's goals.
- Ensure Special Education laws and regulations are met.
- Develop a succession plan allowing for uninterrupted management of the school in emergency and planned absence situations. Be accessible and responsive to all constituencies -staff, parents and students.
- Maintain district and school policies and procedures for access by students, staff and parents. Implement, enforce and monitor District and the School policies and procedures.
- Promote positive school climate.
- Maintain an impartial position when working with staff, students and parents. Represent the School in the local community.
- Communicate to the Academy Board in a timely manner relevant trends, facts and information, including:
  - Information regarding any serious student discipline or safety matter
  - Best practices and reform trends in K-8 education
  - Significant changes in fiscal policy
  - Significant media coverage of the School's activities Local and area changes that may affect enrollment Needs to draft new policies or to revise existing policies
  - Any significant data submitted to the Charter Contract or any outside organization
- Provide and disseminate Academy Board communications with staff and parents.
- Work closely with Academy Board officers and committees and fulfill Academy Board individual requests for information as long as the requests are not disruptive.
- Make recommendations to the Academy Board for adoption and revision of instructional - materials, textbooks and curriculum.
- Take reasonable steps so that the BAAC maintains an effective school accountability program.
- BAAC must:
  - Ensure that it functions within its purpose and the law.
  - Adopt the School's education improvement goals/objectives.
  - Adopt plan to improve educational achievement and increase accreditation ratings. Discuss the means for determining whether decisions affecting the educational process are advancing or impeding student achievement.
  - Provide data for appraising student achievement to students, parents, Academy Board members and the public.
  - Make recommendations on expenditure prioritization within the budget.
  - Make recommendations to the director on expenditure of school grants. · Discuss safety issues and develop a safe school plan.
  - Fulfill responsibilities in the Educational Accountability Act and the Educational Accreditation Act.
  - Ensure that the BAAC complies with the Colorado Sunshine Law.
- Adapt and develop the educational program to make progress toward meeting content standards, fulfill the Academy Board's achievement goals and meet the academic educational needs of students:
  - Develop and revise plans to meet State and District content standards.
  - Develop programs to address the needs of exceptional students;
  - Involve parents, students, staff and the BAAC to review and revise curriculum and ··programs of instruction as necessary to ensure maximum effectiveness,
  - Use assessments that will adequately measure students' progress toward achieving content standards.
  - Develop means to address the different learning styles of students.

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- Include all required courses and programs.
- Ensure that all students achieve the School's student achievement goals.
- Ensure all students have an up to date Personal Education Plan and that staff and parents use it to improve student performance.
- Prepare a school calendar for adoption by the Academy Board that meets State, Charter Contract and Academy Board requirements.

Prepare K-8 daily schedules.

- Maintain a learning environment that is safe, conducive to learning and free from unnecessary disruption.
  - Ensure the school meets all State and District safety requirements
  - Prepare and distribute the School's Crisis Management Plan.
  - Ensure emergency exit plans are prepared and that evacuation drills are practiced. Establish procedures for accident reporting.
  - Develop procedures for safe pick up and drop off of students.
  - Ensure an adequate number of staff members are trained in emergency medical procedures (first aid every three years and cardiac pulmonary resuscitation every year).
  - Ensure Child Abuse/Neglect reporting is completed as required by law.
  - Ensure an efficient grievance procedure is in place and complaints are handled effectively.
  - Ensure the school meets a State and Charter Contract privacy requirements.
- Ensure the school meets all State, Charter Contract and Academy Board personnel requirements.
  - Hire and train the staff.
  - Implement a staff orientation program for new employees.
  - Develop and implement an effective staff evaluation system that links employee performance to the School's mission and goals.
  - Maintain and implement Teacher Induction Plan.
  - Conduct formal employee evaluations.
  - Prepare employee job descriptions.
  - Provide and monitor a mentoring program.
  - Ensure the school meets all State, Charter Contract and Academy Board financial accounting requirements.
  - Prepare one and five-year budgets for adoption by the Academy Board that meets State, Charter Contract and Academy Board requirements.
  - Ensure all assets are reasonably protected, adequately maintained, appropriately used and properly accounted.

**Adopted:** April 5, 2004

**Reviewed:** 2015

**Review:**

**Rationale:** Reformatted and rewritten during policy rewrite. 2015 removal of number CPA G1. Changed "District" to "Charter Contract". To be in alignment with new Charter Contract Authorizer.