



Book: BYLAWS AND POLICIES  
Section: 1000 ADMINISTRATION  
Title: EMPLOYMENT OF THE EXECUTIVE DIRECTOR  
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The Edison School of the Arts Board vests the primary responsibility for administration of this school in the CEO, Executive Director. The appointment of the CEO, Executive Director is, therefore, one of the most important functions the Board can perform. Whenever the position of CEO, Executive Director shall be vacant, the Board shall appoint an CEO, Executive Director and fix his/her salary and term of employment which shall be no less than three (3) years. In order to qualify for the CEO, Executive Director, the candidate must meet the following:

- A. In order to qualify, must be able to be certified by the Indiana Department of Education as a Building Level Administrator under current regulations.
- B. Must have or be able to obtain an Indiana Administrative Certificate within three (3) months. The certificate, by endorsement, must qualify the candidate to be a school principal.
- C. Educational leadership, high intelligence and scholarship, aspirations to improve as an educator, ability to work effectively with others, sense of humor, empathy, good health, stamina, ability to withstand and react constructively to pressure, emotional stability, ability to budget time effectively and be adaptable to change as the need arises.

The Board shall actively seek the best qualified and most capable candidate for the position of CEO, Executive Director. It may be aided in this task by:

- A. a committee of Board members and parents;
- B. the services of professional consultants;
- C. the counsel of the out-going CEO, Executive Director;
- D. the participation of members of the community.

Recruitment procedures shall be prepared in advance of the search and shall include:

- A. preparation of a written job specification for the position of CEO, Executive Director;
- B. preparation of written specifications of qualification in addition to proper State certification;
- C. preparation of informative material describing this school and its educational goals;
- D. the requirement that each selected candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- E. solicitation of applications from a wide geographical area;
- F. consideration of all applicants fairly without discrimination on the basis of race, gender, age, religion, ethnic background, disability, sexual orientation, or other condition unrelated to the position of CEO, Executive Director.

No person may be employed as CEO, Executive Director of this school unless s/he has signed an employment contract with the Board.

Such contract shall be in the basic form of the regular teacher's contract and shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the CEO, Executive Director shall be paid and the intervals at which s/he shall be paid;
- C. the benefits to which s/he is entitled;
- D. such other matters as may be necessary to a full and complete understanding of the employment contract;
- E. tenure in position shall not be granted

The CEO, Executive Director so appointed shall devote himself/herself to the duties of his/her office. Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary shall be considered by this Board to constitute grounds for his/her dismissal. The person selected for the position of CEO, Executive Director shall be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the school.