



Book: BYLAWS AND POLICIES  
Section: 1000 ADMINISTRATION  
Title: RESPONSIBILITIES OF THE CEO, EXECUTIVE DIRECTOR  
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The CEO, Executive Director shall strive to achieve school goals by providing educational direction and supervision to the professional staff and supervision to the classified staff and by acting as a proper model for staff and students both in and outside the school. In addition, the CEO, Executive Director shall exercise the authority delegated to him/her regarding policies and/or guidelines (Bylaws, Articles 5 & 7).

Duties and Responsibilities: The CEO, Executive Director shall be directly responsible to the Board of Directors for Edison School of the Arts for the performance of the following:

A. MAJOR RESPONSIBILITIES:

1. Improving Educational Opportunity  
Provides leadership in identifying and analyzing the educational needs of the people of Indianapolis and in organizing educational programs to meet those needs. Has a special responsibility to identify and provide for the needs of urban children.
2. Obtaining and Developing Personnel  
Conducts an effective program in recruiting, selecting assigning, developing and evaluating personnel.
3. Providing and Maintaining Financial and Material Resources  
Plans, organizes and influences so as to obtain adequate financial and material resources to implement district policies and programs effectively; conserves available resources and insures maximum productivity and efficiency.
4. Relating to School Staff, Board and Community  
Utilizes sound principles and techniques in relating to school staff, Board and

community so as to promote harmony, efficiency and to foster commitment to quality education.

**B. KEY DUTIES:**

**1. Improving Educational Opportunity**

- a. Provides effective leadership to the community, the Board and the school staff in the evolvement of educational philosophy, the identification and selection of goals of education, and in stimulating commitment to implement the philosophy and achieve the selected goals.
- b. Assumes a leadership role and works with other agencies in developing special programs to meet the needs of urban children.
- c. Organizes a sound program of supervision to ensure that high quality teaching prevails in the schools, supported by adequate and up-to-date instructional materials and equipment.

**2. Obtaining and Developing Personnel**

- a. Assesses enrollment trends and personnel needs; recommends the employment of required personnel to the Board; recommends to the Board all actions concerning the assignment, appointment, transfer, promotion and dismissal of employees.
- b. Insures that new employees are properly oriented and provided the types and quality of assistance to ensure success in their positions.
- c. Insures that employees know what their jobs are and to whom they are responsible through the development of job descriptions and position guides.
- d. Develops an in-service education program which stimulates employees toward continuous self-improvement; facilitates staff participation in activities and conferences at the local, state and national levels.
- e. Ensures that personnel policies and a salary system prevail which will attract, retain, and encourage employees toward continuous self-improvement.
- f. Ensures that a program of staff evaluation is conducted which stimulates and encourages employees to improve in areas of weakness and to further develop areas of strength.

**3. Providing and Maintaining Financial and Material Resources**

- a. Stimulates the development of commitment to education which results in community and Board determination to provide adequate financial support to the school.
- b. Ensures that parents and employees can recommend improvements in operation and program which may be translated into requests for budgetary consideration.
- c. Provides leadership in establishing a sound and effective accounting system for Edison School of the Arts and reports fully and frequently to the Board on all financial matters.
- d. Provides effective leadership in budget preparation and assumes responsibility for its interpretation to the staff, Board and parents.

- e. Administers the budget after adoption and keeps expenditures within limits; provides for all possible economies that do not endanger educational results; directs the accounting of all school funds and ensures that proper financial reports are made to the Board.
  - f. Develops plans for meeting present and future school building needs and ensures that new school buildings can be adapted to educational programs which may develop in the future.
  - g. Provides systems wherein the needs of students and employees for supplies and equipment are filled expeditiously.
  - h. Maintains effective quality control over supplies and equipment purchased by the district.
  - i. Ensures that all employees are economy conscious and that the district's investment in education achieves maximum educational benefit to children.
  - j. Obligate financial resources necessary to carry-out the objectives of Edison School of the Arts.
4. Maintaining Effective Relations with Staff, Board and Community
- a. Maintains an effective working relationship with Board; maintains effective communication with Board; promotes effective relationships and facilitates communication between Board, school employees, and parents.
  - b. Elicits staff initiative and cooperation by involving them in the decision-making process; utilizes democratic procedures to accomplish objectives.
  - c. Perceives the problems and needs of other persons and helps to resolve them through counsel and timely action; appreciates the importance of understanding the concerns and needs of others.
  - d. Promotes effective interpersonal relations among members of the staff which result in mutual respect, an appropriate degree of harmony, esprit de corps and individual and groups proficiency.
  - e. Promotes the cooperative development of personnel and public relations policies which improve human relationship.
  - f. Ensures that effective grievance procedures exist for school employees, and that criticisms and suggestions of staff members, students and citizens receive prompt and considerate attention.
  - g. Participates constructively in groups and provides effective leadership when appropriate.
  - h. Provides an orderly procedure for staff, Board and community to make inquiries about the school program and to present constructive proposals for improvement.
  - i. Reports regularly to the staff, the Board, parents, and the community on school affairs.
  - j. Seeks assistance from and participates with non-school agencies, such as arts organizations, business, labor, professional, religious, social and service organizations to improve the school system and the community.

- k. Improves school-community relations by using a variety of media techniques to interpret policies and programs and to elicit community participation in the formulation, conduction, evaluation of programs and policies.

C. ORGANIZATIONAL RELATIONSHIPS:

1. Responsibility  
Directly responsible to the Board of Directors for the operation of the school and the implementing of Board policies.
2. Authority  
Has the authority to fulfill the responsibilities as set forth herein, except as modified by specific action of the Board or required or limited by statute. Directly supervises the work of all member of the administrative leadership of the school.
3. Coordinative Relationships  
Responsible for ensuring that all staff members and divisions within the school coordinate efforts toward improving education and in accordance with the official policies of the Board.