**Administration** BP 2000(a)

**CONCEPTS AND ROLES**

The Governing Board recognizes that College and Career Advantage (CCA) Regional Occupational Program (ROP) administration performs essential roles and functions in support of student learning, including the provision of instructional support and services to schools as well as the responsible management of noninstructional operations. The Executive Director may make decisions concerning CCA operations within the parameters of law and Board policy.

*(cf. 2110 – Executive Director Responsibilities and Duties)*

*(cf. 9310 - Board Policies)*

The Executive Director shall provide leadership in developing administrative regulations and organizational structures, decision-making processes, and staff action plans that allow CCA to fulfill its vision and goals. The Board also expects the Executive Director to help shape the culture and environment of CCA in a manner that focuses CCA operations on enhancing student achievement, encourages positive relationships within the community, and instills confidence in CCA.

*(cf. 0000 - Mission/Vision)*

*(cf. 0100 - Philosophy)*

*(cf. 0200 - Goals for CCA)*

*(cf. 0500 - Accountability)*

*(cf. 2111 – Executive Director Governance Standards)*

The Board and Executive Director shall work together as a team in the exercise of CCA governance. The Board and Executive Director shall establish protocols that describe how the governance team will operate, including, but not limited to, agreements regarding Board meeting operations and communications between the Executive Director and the Board.

*(cf. 9000 - Role of the Board)*

*(cf. 9005 - Governance Standards)*

Because the Executive Director is the only CCA employee who is directly selected and evaluated by the Board, the Board has a responsibility to ensure that the Executive Director possesses the skills and attributes that best meet the needs of CCA.

*(cf. 2120 – Executive Director Recruitment and Selection)*

The Board and Executive Director shall agree upon a system for evaluating the Executive Director, including the evaluation criteria, method, evaluation instrument, process, and timeline.

*(cf. 2140 - Evaluation of the Executive Director)*

The Executive Director may delegate to other CCA staff any duties imposed upon him/her by the Board. This delegation shall not relieve the Executive Director of responsibility for actions taken by his/her designees.

 BP 2000(b)

**CONCEPTS AND ROLES** (continued)

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 2210 - Administrative Leeway in Absence of Governing Board Policy)*

*(cf. 2220 - Administrative Staff Organization)*

*(cf. 2230 - Representative and Deliberative Groups)*

*(cf. 4300 – Administrative and Supervisory Personnel)*

*Legal Reference:*

*EDUCATION CODE*

*35020 Duties of employees fixed by governing board*

*35026 Employment of district superintendent by certain district*

*35028 Qualifications for employment*

*35029 Waiver of credential requirements*

*35031 Term of employment*

*35033 District superintendent for certain districts*

*35034 District superintendent of certain districts*

*35035 Powers and duties of superintendent*

*35160 Authority of governing boards*

*35160.1 Broad authority of school districts*

*35161 Powers and duties generally*

*Management Resources:*

*CSBA PUBLICATIONS*

*Maximizing School Board Governance: Superintendent Selection and Employment, 2006*

*Maximizing School Board Governance: Superintendent Evaluation, 2005*

*Superintendent Governance Standards, 2001*

*CSBA Professional Governance Standards, 2000*

*WEB SITES*

*CSBA: http://www.csba.org*

*American Association of School Administrators: http://www.aasa.org*

*Association of California School Administrators: http://www.acsa.org*

|  |  |
| --- | --- |
| Policyadopted: October 25, 2007revised: January 10, 2024 | **COLLEGE AND CAREER ADVANTAGE**San Juan Capistrano, California |