**Administration** BP 2110(a)

**EXECUTIVE DIRECTOR RESPONSIBILITIES AND DUTIES**

The Governing Board desires to establish a productive working relationship with the Executive Director and to ensure that the work of the Executive Director is focused on student learning and achievement and the attainment of College and Career Advantage (CCA) Regional Occupational Program's (ROP) vision and goals. The Board also desires to provide a fair basis for holding the Executive Director accountable. The responsibilities of the Executive Director are detailed in law, and throughout Board policies and administrative regulations.

*(cf. 0000 - Mission/Vision)*

*(cf. 2000 - Concepts and Roles)*

*(cf. 2111 – CCA Governance Standards)*

The Board shall clarify expectations and goals for the Executive Director at the beginning of every evaluation year.

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

The Executive Director of CCA shall implement all Board decisions and manage the instructional and noninstructional operations of the schools. The Executive Director also serves as a member of CCA’s governance team and has responsibilities to support Board operations and decision making.

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

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

*(cf. 9122 - Secretary)*

The Executive Director may delegate any of his/her responsibilities and duties to other CCA staff, but he/she remains accountable to the Board for all areas of operation under the Executive Director’s authority.

*(cf. 2220 - Administrative Staff Organization)*

*Legal Reference: (next page)*

BP 2110(b)

**EXECUTIVE DIRECTOR RESPONSIBILITIES AND DUTIES**

*Legal Reference:*

*EDUCATION CODE*

*17604 Delegation of powers to agents*

*17605 Delegation of authority to purchase supplies, equipment and services*

*35020-35046 Powers and duties of superintendent*

*48900 Authority of superintendent to recommend suspension or expulsion*

*Management Resources:*

*CSBA PUBLICATIONS*

*Maximizing School Board Governance*

*Superintendent Governance Standards, 2001*

*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*

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