



**NORTH ALLEGHENY  
SCHOOL DISTRICT**

<b>SECTION:</b>	<b>ADMINISTRATIVE EMPLOYEES</b>
<b>TITLE:</b>	<b>DIRECTORS AND SUPERVISORS IN CENTRAL ADMINISTRATION OFFICE: APPOINTMENT, DUTIES, AND EVALUATION</b>
<b>ADOPTED:</b>	<i>3/22/17</i>
<b>REVISED:</b>	

**313 – DIRECTORS AND SUPERVISORS IN CENTRAL  
ADMINISTRATION OFFICE**

**ADMINISTRATION: APPOINTMENT, DUTIES, AND EVALUATION**

**Section 1. Purpose**

The School Board shall employ Directors who shall serve in a subordinate and supportive capacity to the Superintendent.

**Section 2. Duties**

The duties of the Directors shall include, but not be limited to the following as well as the administrative job descriptions of each specific directorship:

- a. The Directors shall cooperate with the Superintendent and the administrative staff in directing the educational organization, supervision of teachers and principals, overview of facilities, and transportation of pupils.
- b. The Directors shall cooperate and assist the Superintendent and the administrative staff in conducting meetings, and maintaining a planned uniform program as these relate to the specific Director’s position.
- c. The Directors shall cultivate relations and shall, to the satisfaction of the Board, keep abreast of trends and practices by taking an active part in local, state, and national organizations as they relate to the specific Director’s position.
- d. The Directors shall make suggestions to the Superintendent that will, in any way, improve the program within their specific area of responsibility.
- e. The Directors shall assume such other duties and responsibilities as designated by the Superintendent or Board.
- f. All the duties and activities of the Directors will be under the direct supervision of the Superintendent.

**Section 3. Evaluation**

The Superintendent shall review the performance of each Director. The review shall include, but not be limited to the administrative job description, the Director's objectives which are mutually established by the two (2) individuals, and other accomplishments of the Director.

**Replaces Policy:**  
2130