SCHOOL BUILDING ADMINISTRATION

The Head of School is the chief school administrator in the actual day-to-day administration and supervision of the Ecology Learning Center's charter school operations. The Head of School's major responsibility is the improvement of the teaching-learning situation; their goal is to provide for the continued improvement of the total educational process so that the students may grow to the limits of their capacity.

The Head of School's task is as follows:

Purpose: All activities of the Head of School have the single purpose of improving the instructional program for the students attending the school.

Shared responsibility: As educational leader of a school, the Head of School is responsible for making use of, coordinating and directing all available instructional and supervisory services. Whenever possible, teachers should have a share in designing and carrying out plans for the efficient operation of the school.

Duties and responsibilities: The Head of School will:

- Work with building staff to develop and improve the curriculum;
- Oversee the evaluation process for all staff;
- Work with staff to develop instructional goals and design a means to achieve them;
- Work with staff in the formulation and execution of school system policies relating to pupil classification, marking, reporting and promoting;
- Determine the need for a continuous program of supervision within the building;
- Assume responsibility for a continuous program of in-service education for building staff members;
- Keep building staff informed concerning new educational developments on the local, state and national level.
- Provide for the interchange of information and ideas among teachers and other staff;
- Assist in the selection of equipment, books, furniture, supplies, etc., as required for the school.
- Provide leadership in the preparation and revision of instructional guides;
- Discover and recommend prospective teaching and supervisory personnel; and
- Participate in programs, exhibitions, and special demonstrations in the community.
- Provide for the safety of all staff and students.

Legal Reference: Title 20-A, MRSA, Sec. 13019-I

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