## NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: ADMINISTRATIVE

**EMPLOYEES** 

TITLE: APPOINTMENT OF CHIEF

SCHOOL ADMINISTRATOR

ADOPTED: October 20, 2011

**REVISED:** 

		302.1. APPOINTMENT OF CHIEF SCHOOL ADMINISTRATOR
1.	Authority SC 1850.1 Pol. 003	The Chief School Administrator shall be appointed by the Joint Operating Committee.
2.	Guidelines	The term of office of the Chief School Administrator shall be for one (1) year.
	Articles of Agreement	The Chief School Administrator shall be either the Executive Director of the Westmoreland Intermediate Unit or a district Superintendent, serving in that capacity in one (1) of the participating school districts.
3.	Delegation of Responsibility	The Chief School Administrator shall serve as a Superintendent of Record and shall affix his/her signature to all official documents prepared for the vocational technical school that require a Superintendent's signature.
		The Chief School Administrator shall discharge the duties regarding the Area Planning Unit, Attendance Area, according to requirements listed in the School Administrators' Handbook.
		The Chief School Administrator is responsible for the legal operation of the vocational technical program, but is expected to delegate all matters of school operation to the Administrative Director.
	Pol. 331	The Chief School Administrator shall be empowered to attend regional, state, and national meetings which are deemed to be of educational value to the center. S/He shall be reimbursed for necessary expenses for travel, meals, lodging and incidentals in accordance with Joint Operating Committee policy.