

Lewis Center for Educational Research

**BP 2110: ADMINISTRATION
 PRESIDENT/CEO RESPONSIBILITIES AND DUTIES**

Adopted: September 5, 2002

**Revised: June 8, 2015
 August 12, 2019**

The Lewis Center for Educational Research (“LCER”) Board of Directors (“Board”) desires to establish a productive working relationship with the President/Chief Executive Officer (“CEO”) and to ensure that the work of the CEO is focused on student learning and the attainment of the LCER’s vision and goals. The Board also desires to provide a fair basis for holding the CEO accountable. The responsibilities of the CEO entail many complex duties, some specified in law, outlined in the CEO’s employment agreement and throughout Board policies and procedures.

The CEO shall implement all Board decisions and manage the instructional and non-instructional operations of the LCER. The CEO also serves as a non-voting member of the LCER’s Board as the Board President and has responsibilities to support Board operations and decision-making. The CEO may delegate any of his/her responsibilities and duties to other LCER staff, but he/she remains accountable to the Board for all areas of operation under the CEO’s authority.

The Board shall provide the CEO with a job description that indicates the required qualifications, job requirements, job responsibilities and duties and working conditions. These responsibilities and additional duties are further detailed throughout the CEO Employment Agreement and Board's Policies and Procedures

The CEO informs the Board about school programs, practices and problems and offers professional advice on items requiring Board action, with appropriate recommendations based on thorough study and analysis.

The CEO shall have general supervision of all personnel and shall develop and execute consistent, fair and fiscally sound personnel procedures and practices, including an evaluation program for all LCER employees. He/she shall oversee all financial operations of the LCER and actively seek out new funding sources for the LCER.

The CEO shall articulate educational issues and values before the community and other governmental agencies. He/she shall be accessible to community members and shall work with them to further the LCER’s goals and build a strong, positive community attitude toward the LCER and the programs it operates.

The CEO shall remain current on educational thoughts and practices by reading educational publications, attending educational conferences, and visiting other school systems in the interest of improving the LCER’s instructional program and overall operation. The CEO shall inform the Board and staff of new developments and significant events in the field of education.