

Director Orientation

The board will help newly-elected or appointed directors to understand the policies and procedures of the board by employing the following strategies.

Each newly-elected or appointed director will be assigned a mentor board member who will have primary responsibility for answering questions and providing information to the new board member.

The board chair or a designee and the superintendent will assist each new director in the review of materials as designated in this procedure and will review the role and function of the various administrators employed by the district. The orientation will include, as per district policy, how to:

1. Arrange for visits of school or administrative offices (Policy 1620/1620P)
2. Request information regarding school operations (Policy 1620/1620P)
3. Respond to a complaint concerning staff or program (Policy 1620/1620P)
4. Handle confidential information (Policy 1620/1620P)

Within a timeline determine by all of the parties, the mentor board member and the superintendent or a designee will review the following district documents with the newly elected or appointed director:

District Policy/Procedure Manual
District Budget
District Learning Improvement Plan
Staff and Student Handbooks
Collective Bargaining Agreements

Directors are encouraged to attend meetings, workshops and conferences to increase their knowledge and competencies.