

RESPONSIBILITIES OF THE PRESIDENT OR MANAGEMENT COMPANY REPRESENTATIVE TO THE ACADEMY

1. The Academy President or Management Company Representative shall be responsible for the administration and management of the School according to the appropriate Florida statutes, State Board of Education rules, and the adopted policies of the Governing Board. The President or Management Company Representative shall keep the Governing Board informed regarding all phases of the School, and shall act in accordance with South Tech Charter Academy, Inc.'s stated purpose and in a manner which optimum results are achieved in relation to the resources of South Tech Charter Academy, Inc..
2. Supervision of instruction within the Academy is vested in the President or Management Company Representative who recommends to the Governing Board any action needed. The approval of a policy by the Governing Board is a mandate for the administration of such policy. When possible, all matters coming before the Governing Board shall first be presented to the President or Management Company Representative for inclusion in the agenda. The President or Management Company Representative shall inform departments regarding Board actions pertinent to the department.
3. The President or Management Company Representative is responsible for all business operations, including management of assets at South Tech Charter Academy, Inc.; hiring, training, promotion, discipline and termination of employees; and for the establishment and maintenance of the business organization and structure to efficiently conduct the management functions.
4. The President or Management Company Representative will provide information to the Governing Board relative to special events, trends, material internal and external changes and assumptions upon which any board policy has been previously established. The President or Management Company Representative will:
 - a. Submit monitoring data on Board policies in a timely and understandable fashion.
 - b. Marshal as many staff and external points of view as needed for Board choices.
 - c. Present all information in an understandable way and reasonable length.
 - d. The President or Management Company Representative (for the Board) shall:
 - i. Develop and recommend specific long and short term plans for South Tech Charter Academy, Inc.
 - ii. Maintain appropriate relations with the Board and its committees and keep them informed.
 - iii. Interpret trends in education, by involvement in the professional field as a whole.
 - iv. Assist in orientation and training programs for the Board.
 - e. The President or Management Company Representative (for the staff) shall:
 - i. Supervise and direct key staff.
 - ii. Evaluate key staff members.
 - iii. Provide overall direction and control for the personnel of South Tech Charter Academy, Inc. including participation in or approval of personnel actions.
 - iv. Manage volunteer staff activities.
 - f. The President or Management Company Representative (for planning) shall:
 - i. Evaluate services being provided to South Tech in relation to goals and standards, and recommend modification as appropriate.
 - ii. Recommend new programs.
 - g. The President or Management Company Representative (for finance) shall:
 - i. Prepare budgets and control these resources once approved.
 - ii. Direct all financial operations of South Tech.

South Tech Charter Academy Inc. Policy **1.013**

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Implemented: 230.03(3)(4); 230.23; 230.31; 230.32; 230.33; 231.085, FS

Reference: Palm Beach School District Policies 1.012, 1.014

History: 7/01/2004; Revised: 7/07/2005, 3/11/2010