

Administration
Series 300

Policy Title: Chief Administrator Functions Code No. 300

Policy Statement

The Heartland AEA Chief Administrator provides leadership and management consistent with Heartland's vision, values and mission. The Chief Administrator has the authority to make administrative rules, render decisions, and delegate responsibilities not in conflict with legal requirements, Heartland Board policies, or Board actions.

Scope of Policy

The Chief Administrator is authorized, in consultation with the Board, to organize the administration and to facilitate the efficient and effective operation of Heartland AEA, including the hiring and assignment of appropriate personnel. The Chief Administrator presents to the Board an annual budget that is aligned with Agency goals. The Chief Administrator makes timely and appropriate recommendations to the Board regarding additions or changes to Board policy. In cases where action must be taken involving the operation of Heartland AEA and where no guidelines have been established by board policy, the Chief Administrator has the authority to act.

Following guidance and recommendations from federal, state and local agencies when reasonably possible, the Chief Administrator will create regulations related to operations during a public emergency, including, but not limited to, student, employee, and visitor safety and security; the use and safeguarding of agency property; public meetings and events, and when applicable, measures to prevent or slow the spread of infection disease.

These measures will be enforced for the period of time of the public emergency, or until the Chief Administrator, in consultation with federal, state and local agencies determine it is appropriate for the safety measures to end. The Board will then be updated on the guidance received from federal, state and local agencies.

Accountability Overview

The Chief Administrator is directly responsible to the Board for the execution of its policies. The Chief Administrator may delegate to other Heartland AEA personnel the exercise of authority and the discharge of responsibilities imposed upon the Chief Administrator. This delegation, however, does not relieve the Chief Administrator of accountability for the results of such delegation.

Date of Adoption:

Feb. 11, 1992

Reviewed: 2/96,8/99, 7/03, 4/14/15

Amended: 12/10/13, 8/8/17, 4/9/19, 4/13/21