

## Job Description

### DIRECTOR:

- Legal duties set by the law for the head of school/employer
- Strategic management (long-term strategy, annual plan, general curriculum)
- The school rules and regulations/policies (statutes)
- Signing the contracts (admission, employment, services) and internal orders
- Organizational structure, staff composition, and overall job management
- Confirming internal schooling arrangements (daily schedule, timetable, aftercare, support services, IEPs, SEN, statutes of the student council, etc.)
- Overseeing and confirming the school documentation
- Meetings with stakeholders (school board, council of teachers, parent meeting)
- Communication with owners, media, and legal authorities
- Financial planning and budgeting
- Reports (strategy, annual plan, budget)
- Salary, recruitment, dismissal, and expulsion decisions
- Audits, inspections, and accreditations
- Safe environment (crisis plan, health and safety standards, data protection)
- Representing the school in public