

**QUALIFICATIONS  
ADMINISTRATORS AND DIRECTORS**

It is the policy of the Southwest Technology Center Board of Education that persons employed as administrators and directors in this school district shall have completed, or be in pursuit of, a Master's degree with emphasis on administration, and that all such persons shall have not less than three years of teaching experience at the level to which they are assigned.

Exceptions to the above may apply for directors of special programs and projects, such as the director of technology, director of maintenance and facilities services, and director of POWER program. Such Programs do not carry with them any special certification requirements for the State Department of Education but do require specific credentials, experiences, and technical expertise. Qualifications for directors in these and similar positions shall be found in the job description and as determined by individual position requirements.

The reemployment of administrators and directors shall be based on an annual evaluation by the superintendent or designee and will be considered by the board members prior to the regular February board of education meeting each year. The superintendent is directed to inform affected administrators and directors of any decisions made by the board.

Administrators and directors shall assume administrative responsibility and instructional leadership - under the supervision of the superintendent - for discipline and for the planning, operation, supervision, and evaluation of the educational program of the schools to which they are assigned. Administrators and directors shall prepare and submit such reports as the superintendent may require for the purpose of reporting to the board, the community, and the State Department of Education.

A description of the duties and responsibilities of administrators and directors may be found in the current appropriate job description. Nothing in this policy manual shall be construed as limiting or expanding the terms of the employment contract.

**REFERENCE: 70 O.S. §6-101.10, et seq.  
70 O.S. §6-108**