

## **Administration**

### **Administrative Staff Organization**

The administrative staff should act as a directing force toward the achievement of excellence in the educational program. The Executive Director shall organize the staff to achieve CREC goals as expressed by the Council. The Executive Director shall be the administrator responsible to the Council and shall identify lines of primary authority for all employees.

The primary responsibility of the administrative staff is to help create and foster an environment of excellence in which students can learn most effectively. Excellence in education includes ensuring administrative role models reflect diversity in the population as a whole. In an effort to provide such role models, the Board supports measures to increase diversity through effective recruitment and hiring practices.

The Executive Director will be responsible for developing a diversity staffing plan and shall review it on an annual basis. This plan should reflect state demographics and not be limited to the local community composition. A diversity checklist may be used as a guide to measure CREC's success in developing a multicultural environment. Toward this end, all administrative duties and functions will be evaluated on the basis of contributing to better instruction which serves to incorporate the multicultural experience to enhance student motivation and achievement.

Policy adopted: May 18, 2005

CAPITOL REGION EDUCATION COUNCIL  
Hartford, Connecticut