

SCHOOL ADMINISTRATIVE UNIT NO. 14  
RESPONSIBILITIES

PERSONNEL MANAGEMENT

1. Collective bargaining for teachers and support staff
2. Hiring and firing
3. Contracts
4. Benefit administration
5. Evaluation of administrators and SAU staff
6. Certification of teachers, administrators, and paraprofessionals
7. Attract and retain high quality teachers and staff

FINANCE

1. Budget development
2. Expenditure and revenue forecasting
3. Representation at budget committee meetings
4. Payroll and state and federal reporting
5. Purchase order and vendor payment
6. Federal grant processing and state reporting
7. Course and workshop reimbursement
8. Treasurer liaison and balancing accounts
9. Bidding oil, propane, milk, transport, services, etc.
10. Medicaid reimbursement
11. Annual audit for all funds
12. Food service state and federal reimbursement
13. Food service director liaison and reimbursement to general fund
14. Tuition invoicing for high school and sped foster students
15. Bonding
16. Asbestos, water, oil tanks, and other regulations
17. Insurance for property, errors and omissions, etc.

STUDENT SERVICES

1. DOE reporting of attendance (ADM)
2. Safety and emergency
3. Home education
4. Transportation and emergency closing
5. IDEA, 504, Title IX, attendance, and other regulations
6. Discipline
7. Student achievement such as Best Schools, NHEIAP, NCLB
8. High school tuition agreements and high school communications
9. Set priorities for school improvement and accountability

## FACILITIES AND LONG-TERM PLANNING

1. Maintenance of facilities and grounds
2. Manage facilities under construction
3. Long-term planning for new facilities
4. Building aid
5. Safety per NHDOL

## LEADERSHIP AND COMMUNICATIONS

1. School board meetings, annual meetings, budget committee meetings, etc.
2. Annual school reports
3. Legislation, legal disputes, and hearings
4. Policy for administration, students, staff, fiscal, SAU, community, negotiations, facilities, instruction, etc.
5. Community engagement such as adult education, preschool education, focus groups, newsletters, etc.
6. School staff engagement such as focus groups, newsletters, special events, classroom visits, etc.
7. School student engagement such as focus groups, special events, classroom visits, etc.
8. School administration engagement for principals, sped directors, curriculum directors, etc.
9. Districts spokesperson
10. Grant writing
11. SAU withdrawal

## EDUCATION PHILOSOPHY, CURRICULUM, INSTRUCTION, AND ASSESSMENT

1. Develop collective vision of districts' education philosophy and purpose
2. Develop, coordinate, and evaluate curriculum including text, equipment, and materials
3. Develop, coordinate, and evaluate instruction including regular, special, gifted (differentiated)
4. Develop, coordinate, and evaluate assessment including local, state, and federal
5. Develop, coordinate, and evaluate student discipline including regular, 504, and special
6. Develop, coordinate, and evaluate student service, character, extracurricular, and other programs
7. Develop, coordinate, and evaluate staff development for vision and student achievement connection
8. Develop, coordinate, and evaluate staff mentoring and retention programs