

**CEB Executive Director's Duties**

**CEB**

The executive director shall be responsible to:

serve as the service center's chief administrator;

carry out all board policies and rules;

oversee safe and orderly environment;

ensure continuous improvement;

build positive service center/community relations;

lead the board in developing constructive board/executive director relations;

oversee effective and efficient staff performance;

practice responsible fiscal, facility and resource management; and

model positive professional attributes.

Approved: SCKESC Board of Directors 10/01/2008