

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 0-1-104.1

PAGE: 1 of 2

TITLE: FUNCTIONS OF THE EXECUTIVE DIRECTOR

**POLICY
REFERENCE NUMBER: 0-1-104**

**DIVISION OF
RESPONSIBILITY: EXECUTIVE DIRECTOR**

DATE OF LAST REVISION: July 27, 1989

DATE OF LAST REVIEW: January 23, 2012

EXECUTIVE DIRECTOR

DISCLAIMER

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS
AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE
AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC
STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE
SC TECHNICAL COLLEGE SYSTEM.**

The following is a representative listing of functions performed by the Executive Director. The listing is not intended to be complete but is provided in example of the duties and responsibilities assigned to the position:

1. Serves as chief spokesperson for the South Carolina Technical Education System.
2. Responsible for the development and administration of all policies and procedures of the System.
3. Responsible for maintenance of all official records, documents, minutes,

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 0-1-104.1

PAGE: 2 of 2

correspondence, governmental laws and regulations, and other historical data.

4. Provides a leadership role in obtaining funding for the System.
5. Provides the leadership for the operation of economic development programs and activities.
6. Presents to business and industry the benefits of locating or expanding operations in South Carolina.
7. Creates and maintains a public awareness on the State and national levels of the activities and programs of the Technical Education System.
8. Develops and coordinates informational media on the programs, divisions, and services of the Technical Education System.
9. Provides the leadership for the direction and establishment of all short- and long-range plans for the System.
10. Serves as the official point of contact with the Governor's Office, Attorney General's Office, General Assembly, State Development Board, Commission on Higher Education, Coordinating Council for Economic Development, Commission on Aging, Department of Social Services, Department of Education, and all other appropriate State, Federal, and private agencies.
11. Performs other duties and/or responsibilities assigned or delegated by the State Board for Technical and Comprehensive Education.