

FEA 15 Union Education Structure

FEA 15 05 Union Office of Education—Identity—The union conference office of education is an administrative entity operating within a structure authorized by the union conference executive committee. The policy-formulating body for the educational program within the union conference is the union conference board of education which operates under the delegated authority of the union conference executive committee. North American Division policies and guidelines are to be followed in the operation of all PreK-12 schools.

FEA 15 10 Union Office of Education—Personnel—The personnel of this office may include the following:

Director of education
Associate directors of education
Certification registrar

FEA 15 15 Union Office of Education—Functions—The administrative and supervisory functions of this office include the following:

1. Develop and maintain a cohesive program of PreK-12 education, involving school and conference education personnel.
2. Develop and administer the union-approved budget for PreK-12 education.
3. Provide leadership in acquainting the constituency with the imperatives of Seventh-day Adventist Christian education.
4. Establish and maintain regularly scheduled education councils.
5. Advise the union conference board of education on educational policies, standards, practices, and problems.
6. Cooperate with the North American Division Office of Education in developing and coordinating the curriculum in PreK-12 schools.
7. Provide assistance in the supervision of instruction.
8. Participate with the conference offices of education and academies in providing in-service education programs.
9. Participate in the program of on-site school evaluations.
10. Apply North American Division standards as guidelines in processing applications to teach secondary subjects in junior academies.
11. Act as the denominational certification agent for educational personnel.
12. Process applications for the establishment of new junior and senior academies.
13. Develop job descriptions for each member of the office of education staff.
14. Provide leadership in the development and maintenance of an education code.
15. Assume responsibility for the development and annual publication of a list of approved textbooks and other curriculum materials.
16. Prepare and submit statistical and financial reports as required by the North American Division Office of Education.
17. Submit copies of minutes of the union conference board of education and other major councils and committees to the North American Division Office of Education.