

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
Staffing- Director

**Chapter:**  
10

**Effective Date:**  
10/25/1999

**Revision Date:**

**Policy Number:**  
10-112-003

**Executive Director**

## SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

## INTRODUCTION:

1. There shall be one director responsible for Keystone. A director may be responsible for more than one Keystone facility.
2. The director shall be responsible for administration and management of Keystone, including the safety and protection of the children, implementation of policies and procedures and compliance with this policy manual.
3. A director of Keystone shall have on of the following:
  - A master's degree from an accredited college or university and 2 years work experience in administration or human services.
  - A bachelor's degree from an accredited college or university and 4 years work experience in administration or human services.

## DISCUSSION: