

## **General Administration**

### **Administrative Personnel Other Than the Director**

#### Duties and Authority

Cooperative administrative and supervisory positions are established by the Governing Board in accordance with State law. This policy applies to all administrators other than the Director. The general duties and authority of each administrative or supervisory position are approved by the Governing Board, upon the Director's recommendation, and contained in the respective position's job description.

#### Qualifications

All administrative personnel shall have a valid administrative license and appropriate endorsements issued by the State Educator Preparation and Licensure Board and such other qualifications as specified in the position's job descriptions.

#### Evaluation

The performance of all administrative personnel will be evaluated by the Director or designee; the Director shall make employment and salary recommendations to the Board.

#### Contract of Assistant Director

A single or multi-year contract and salary for the Assistant Director shall be determined by the Governing Board of the Cooperative. The contract year will be July 1 through June 30 unless the contract states otherwise. Notice of intent not to renew the contract must be provided in writing by the Board at least ninety (90) days before the contract expires. Failure to do so will automatically extend the contract period by one (1) year.

#### Contract of Coordinators

The annual contract and salary for the Coordinators shall be for a minimum of 205 days, beginning in August of each year. The terms and conditions of the Coordinators' employment shall be recommended by the Director and approved by the Governing Board.

#### Administrative Work Year

The administrators' work year shall be the same as the Cooperative's fiscal year, July 1 through June 30, as stated in the employment agreement. Each individual administrative contract shall govern the contractual days. All administrators shall be available for work when their services are necessary.

#### Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Director's recommendations regarding compensation for individual administrators.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

LEGAL REF: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.  
23 Ill.Admin.Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF: 5:30 (Hiring Process and Criteria), 5:250 (Leaves of Absence)

ADOPTED: July 14, 2015