

General Administration

Director

Duties and Authority

The Director is the Cooperative's executive officer and is responsible for the administration and management of the Cooperative programs and services in accordance with Board policies and directives, and State and federal law. The Director is authorized to develop administrative procedures to implement Board policy.

The Director may delegate to other Cooperative staff members the exercise of any powers and the discharge of any duties imposed upon the Director by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Director of responsibility for the action that was delegated.

Qualifications and Appointment

The Director must be of good character and of unquestionable morals and integrity. The Director shall have the experience and the skills necessary to work effectively with the Boards, Cooperative employees, students, and the community. The Director shall hold proper state licensure/approval.

When the office of the Director becomes vacant, the Governing Board will conduct a search to find the most capable person for the position and make recommendations to the Governing Board. Qualified staff members who apply for the position will be considered for the vacancy.

Contract

A single or multi-year contract and salary for the Director shall be determined by the Governing Board of the Cooperative. By accepting the terms of a multi-year contract, the Director waives all rights granted under Sections 24-11 through 24-16 of the School Code for the duration of his or her employment as Director of Special Education. The contract year will be July 1 through June 30 unless the contract specifically states otherwise. Notice of intent not to renew the contract must be provided by the Board by April 1 in the year which the contract expires or at least ninety (90) days before the contract expires. The notice of intent not to renew the contract shall be in writing and shall state the specific reason(s) for not renewing the contract. Failure to do so will automatically extend the contract period by one (1) year.

Evaluation

The Governing Board will evaluate, at least annually, the Director's performance, using standards and objectives developed by the Director and Board that are consistent with the Cooperative's mission. A specific time should be designated for a formal evaluation session with the Board. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

Compensation and Benefits

The Governing Board and the Director shall enter into a contract that conforms to this policy and State law. This contract shall govern the employment relationship between the Board and the Director.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
23 Ill.Admin.Code §§1.310, 1.705, and 29.130.

CROSS REF: 2:240 (Board Policy Development)

ADOPTED: July 14, 2015