

GENERAL ADMINISTRATION

3:40 Director

Duties and Authority

The Director is the Cooperative's executive officer and is responsible for the administration and management of the Cooperative school in accordance with policies and directives, and State and federal law. Cooperative management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. The Director is authorized to develop administrative procedures and take other action as needed to implement policy and otherwise fulfill his or her responsibilities. 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 policies or by Executive Committee vote. The delegation of power or duty, however, shall not relieve the Director of responsibility for the action that was delegated.

Qualifications

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 Board, Cooperative employees, students, and the community. The Director must have and maintain a Professional Educator License issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Executive Committee will evaluate, at least annually, the Director's performance and effectiveness, using standards and objectives developed by the Director and committee that are consistent with State law, the Executive Committee's policies and the Director's contract. A specific time should be designated for a formal evaluation session with all Executive Committee members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

Compensation and Benefits

The Executive Committee of the Administering Agent and the Director shall enter into an employment agreement that conforms to policy and State law. This contract shall govern the employment relationship between the Policy Board, the Executive Committee and the Director. The terms of the Director's employment agreement, when in conflict with this policy, will control.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.

5 ILCS 120/7.3, Open Meetings Act.

23 Ill.Admin.Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the Policy Board), 2:22 (Executive Committee), 2:130 (Policy Board/Executive Committee-Director Relationship), 2:240 (Policy Development), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of

Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

EXECUTIVE COMMITTEE APPROVAL: January 12, 2022

POLICY BOARD APPROVAL: August 10, 2022

Tazewell-Mason Counties Special Ed Association
