

## **General School Administration**

### **Executive Director**

#### Duties and Authority

The Executive Director is the Cooperative's executive officer and is responsible for the administration and management of the Cooperative in accordance with Governing Board policies and directives, the Cooperative's Articles of Agreement, 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. The Executive Director shall also serve as liaison between the Operational Board, the Governing Board, Cooperative employees, and the Member District communities. The Executive Director is authorized to develop administrative procedures and take other action as needed to implement Governing Board policy and otherwise fulfill his or her responsibilities. The Executive Director may delegate to other Cooperative staff members the exercise of any powers and the discharge of any duties imposed upon the Executive Director by Governing Board policies or by Operational Board vote. The delegation of power or duty, however, shall not relieve the Executive Director of responsibility for the action that was delegated.

The Executive Director shall serve as Director of the North DuPage Special Education Cooperative, and shall have the authority to sign and file all forms. This will include signing for the member district Superintendents if unavailable.

#### Qualifications

The Executive Director must be of good character and of unquestionable morals and integrity. The Executive Director shall have the experience and the skills necessary to work effectively with the Operational Board, Governing Board, Cooperative employees, students, and the community. The Executive Director must have and maintain a Professional Educator License with a Director of Special Education endorsement issued by the Illinois State Educator Preparation and Licensure Board.

When the office of the Executive Director becomes vacant, the Operational Board will conduct a search to fill the position.

#### Evaluation

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

The Executive Director shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

### Compensation and Benefits

The Governing Board and the Executive Director shall enter into an employment agreement that conforms to Governing Board policy and State law. This contract shall govern the employment relationship between the Governing Board and the Executive Director. The terms of the Executive 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, 5/10-23.8, 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: 2:20 (Powers and Duties of Cooperative Boards), 2:130 (Board-Executive Director Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

Adopted: 3/13/2000

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