Region III Education Cooperative

3:10 Goals and Objectives

The Director directs the administration in order to manage the Cooperative and to facilitate the implementation of a quality educational program in alignment with Governing Board policy 1:30, *Cooperative Philosophy*. Specific goals and objectives are to:

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the student' Individualized Education Plans.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Governing Board policy.
6. Manage the Cooperative's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the Cooperative's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the Cooperative's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-21.4, and 5/10-21.4a.

CROSS REF.: 1:30 (Cooperative Philosophy), 2:20 (Powers and Duties of the School Governing Board; Indemnification), 2:130 (Governing Board Director Relationship), 3:40 (Director), 3:50 (Administrative Personnel Other Than the Director), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives)

Adopted: September 20, 2023

3:30 Chain of Command

The Director may develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

CROSS REF.: 1:20 (Cooperative Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Governing Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

Adopted: October 20, 2021

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 program in accordance with School Governing Board 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 Governing Board 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 Governing Board policies or by Governing Board 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 Governing Board, Cooperative employees, students, and the community. The Director must have and maintain a Professional Educator License with a Director endorsement issued by the Illinois State Educator Preparation and Licensure Governing Board.

Evaluation

The Governing Board will evaluate, at least annually, the Director's performance and effectiveness, using standards and objectives developed by the Director and Governing Board that are consistent with State law, the Governing Board's policies, and the Director's contract. A specific time should be designated for a formal evaluation session with all Governing Board members present. 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 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 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 Governing Board), 2:130 (Governing and Executive Boards-Director Relationship), 2:240 (Executive Board Policy Development), 3:10 (Goals and Objectives), 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)

Adopted: February 16, 2022

Region III Education Cooperative

3:50 Administrative Personnel Other Than the Director

Duties and Authority

The Governing Board establishes Cooperative administrative and supervisory positions in accordance with the Cooperative's needs and State law. This policy applies to all administrators other than the Director, including without limitation, the Building Principal. 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. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

Evaluation

The Director or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Governing Board.

Administrators shall annually present evidence to the Director of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Director.

Administrative Work Year

The work year for administrators shall be the same as the Cooperative's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Director. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

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

The Governing Board will consider the Director's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Governing Board no later than the March Governing Board meeting or at such earlier time that will allow the Governing Board to consider contract renewal and nonrenewal issues.

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: 3:60 (Administrative Responsibility of the Building Principal), 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), 5:250 (Leaves of Absence), 5:290 (Employment

Termination and Suspensions)

Adopted: February 16, 2022

Region III Education Cooperative

3:60 Administrative Responsibility of the Building Principal

Duties and Authority

The Governing Board, upon the recommendation of the Director, employs a Building Principal as the chief administrator and instructional leader of the school. The primary responsibility of a Building Principal is the improvement of instruction. The Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Director may assign, that are consistent with the Building Principal's education and training. The Building Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher.

Evaluation Plan

The Director or designee shall implement an evaluation plan for the Principal that complies with Section 24A-15 of the School Code and relevant Illinois State Governing Board of Education rules. Using that plan, the Director or designee shall evaluate the Building Principal. The Director or designee may conduct additional evaluations or, in the absence of the Director or his or her designee, an individual appointed by the Governing Board who holds a valid professional educator license endorsed for Director of Special Education.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Governing Board policy 3:50, *Administrative Personnel Other Than the Director*.

LEGAL REF.:

105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.

10 ILCS 5/4-6.2, Election Code.

105 ILCS 127/, School Reporting of Drug Violations Act.

23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3 3:50 (Administrative Personnel Other Than the Director), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 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), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

Adopted: February 16, 2022

3:70 Succession of Authority

If the Director, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Director and submitted to the Governing Board.

CROSS REF.: 1:20 (Cooperative Organization, Operations, and Cooperative Agreements), 3:30 (Chain of Command)

Adopted: August 24, 2022

Region III Education Cooperative