

General Administration

Executive Director

Duties and Authority

The Executive Director is SASED's executive officer and is responsible for the administration and management of SASED's programs and services in accordance with Board policies and directives, and State and federal law. SASED management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law.

In the absence of specific written policy, the Executive Director shall act according to his or her best judgment, keeping in mind the best interests of SASED and its member districts and the spirit of any established policy Board policies that are related to the matter under consideration. The Executive Director is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities.

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

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 SASED Governing Board, Board of Control, SASED employees, students, and the community. The Executive Director shall have a valid administrative certificate and Director of Special Education endorsement issued by the State Certification Board.

When the office of the Executive Director becomes vacant, the Board of Control will collaborate with the Governing Board-to conduct a search and fill the position.

Performance Evaluation of the Executive Director

The Board of Control will evaluate, at least annually, the Executive Director's performance, using standards and objectives developed by the Executive Director and Board that are consistent with the Board's policies and the Executive Director's contract. 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.

The Chairperson shall secure from each of the members of the Board of Control an individual appraisal of the Executive Director's performance and a statement as to how well the goals for the year have been satisfied. A compilation of the appraisals and a summary of the comments will be reviewed by the Board of Control. The agreed upon combined evaluation will be presented in writing to the Executive Director no later than the June meeting of the Board. By the June Board meeting, the Board of Control and the Executive Director will review the combined evaluation, determine the duration of his/her contract, and establish the compensation for the ensuing fiscal year. The goals and

areas of work emphasis for the coming year shall be established by the July meeting of the Board of Control.

Compensation and Benefits

The Board of Control and the Executive Director shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board of Control 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, ~~5/21-7.1~~, 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 the Board of Control), 2:130 (Board- Executive Director Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

ADOPTED: December 19, 2007

UPDATED: February 22, 2017