

## **General Administration**

### **Administrative Responsibility of the Program Administrator and Coordinators**

#### Duties and Authority

The Board of Control, upon the recommendation of the Executive Director, employs Program Administrators and Coordinators as the chief administrators and instructional leaders of their assigned schools/programs. The primary responsibility of the SASED Program Administrator and Coordinator is the improvement of instruction. Each Program Administrator and Coordinator shall perform all the duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Executive Director may assign, that are consistent with the Program Administrator's or Coordinator's education and training. Each SASED Program Administrator or Coordinator shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or other licensed staff member.

#### Evaluation Plan

The Executive Director or designee shall implement an evaluation plan for Program Administrators and Coordinators that complies with Section 24A-15 of The School Code and relevant Illinois State Board of Education rules. Using that plan, the Executive Director or designee shall evaluate the Program Administrator. The Executive Director or designee may conduct additional evaluations.

#### Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Executive 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.: 3:50 (Administrative Personnel Other Than the Executive 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; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leave of Absence) , 5:290 (Employment Termination and Suspensions)

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