

GENERAL ADMINISTRATION

3:40 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 programs and services in accordance with Board policies and directives, and State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. The Executive Director is authorized to develop administrative procedures to implement Board policy.

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 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 and Appointment

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 Boards, Cooperative employees, students, and the community. The Executive Director shall hold proper state licensure/approval.

When the office of the Executive Director becomes vacant, the Executive Board will conduct a search to find the most capable person for the position and make recommendations to the Governing Board. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The Governing Board 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 State law, and the Cooperative's mission and goal statements. A specific time should be designated for a formal evaluation session with the Board. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

Compensation and Benefits

The Governing Board and the Executive Director shall enter into a contract that conforms to this policy and State law. This contract shall govern the employment relationship between the Boards and the Executive Director.

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: 2:240 (Board 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)

Adopted: February 16, 2022

Proviso Area for Exceptional Children (P.A.E.C.)
