

GENERAL ADMINISTRATION

3:50 Administrative Personnel Other Than the Executive Director

Duties and Authority

P.A.E.C. administrative and supervisory positions are established by the Governing Board in accordance with State law. This policy applies to all administrators other than the Executive Director, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Governing Board, upon the Executive Director's recommendation, and contained in the respective position's job description.

Qualifications

All administrative personnel shall have a valid administrative license and appropriate endorsements issued by the State Educator Preparation and Licensure Board and such other qualifications as specified in the position's job descriptions.

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 performance of all administrative personnel will be evaluated by the Executive Director or designee; the Executive Director shall make employment and salary recommendations to the Executive Board.

Administrative Work Year

The administrators' work year shall be the same as the Cooperative's fiscal year, July 1 through June 30, as stated in the employment agreement. Each individual administrative contract shall govern the contractual days. 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 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 Executive Director's recommendations regarding compensation for individual administrators. The Executive Director's recommendations should be presented to the Governing Board no later than the April Board meeting.

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

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