

General Administration

Administrative Responsibility of the Assistant Director and Technical Assistance Supervisors

Duties and Authority – Assistant Director

The primary responsibility of the Assistant Director is to assist the Director with central office administrative duties, to assist member districts in the areas of special education rules and regulations, programming, and in-service as well as development and improvement of instruction for SESE district programs. A majority of the Assistant Director's time shall be spent on disseminating information to member district special education coordinators, curriculum and staff development for member district and SESE district through formal and informal activities, establishing clear lines of communications regarding District goals, accomplishments, practices, and policies with parents and teachers. Assistant Directors are responsible for management of staff, maintenance of equipment, administration of their educational program, control of the students attending the program, management of the program budget, communication between school and the community, and reporting criminal offenses.

Evaluation – Assistant Director

Assistant Directors will be evaluated on their instructional leadership ability and their ability to maintain a positive educational and learning environment.

Duties and Authority – Technical Assistance Supervisors

Technical Assistance Supervisors are the chief administrators of their assigned programs and services. The primary responsibility of Technical Assistance Supervisors is the development and improvement of instruction. A majority of the Technical Assistance Supervisor's time shall be spent on curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding District goals, accomplishments, practices, and policies with parents and teachers. Technical Assistance Supervisors are responsible for management of their staff, maintenance of equipment, administration of their educational program, control of the students attending the school, management of the program budget, communication between the program and the community, and reporting criminal offenses.

Evaluation – Technical Assistance Supervisors

Technical Assistance Supervisors will be evaluated on their instructional leadership ability and their ability to maintain a positive educational and learning environment.

LEGAL REF.: 10 ILCS 5/4-6.2.
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.
105 ILCS 127/.
23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Director), 5:250 (Leave of Absence)

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