

## **GENERAL ADMINISTRATION**

### **3:40 Director**

#### Duties and Authority

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

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

#### Qualifications

The Director must be of good character and of unquestionable morals and integrity. The Director shall have the experience and the skills necessary to work effectively with the Boards, District employees, students, and the community. The Director shall hold proper state licensure/approval.

#### Evaluation

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

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 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 Director. The terms of the Director's contract, 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, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.

23 Ill.Admin.Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the Boards), 2:130 (Governing and Executive Boards-Director Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

Adopted: February 24, 2021

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**South Eastern Special Education Coop**