

**KANKAKEE AREA SPECIAL EDUCATION COOPERATIVE
GOVERNING BOARD POLICY MANUAL
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SECTION 3 - COOPERATIVE ADMINISTRATION**

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Cooperative Administration

Director

Duties and Authority

The Director is the Executive Officer of the Kankakee Area Special Education Cooperative. The Director is responsible for the administration and management of the Cooperative in accordance with Governing Board policies and directives, and State and federal law. Cooperative 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 and take other action as needed to implement Governing Board policy and otherwise fulfill his or her responsibilities. The Director may delegate to other Cooperative staff members the exercise of any powers and the discharge of any duties imposed upon the Director by Governing Board policies or by Governing Board vote. The delegation of power or duty, however, shall not relieve the Director of responsibility for the action that was delegated.

Qualifications

The Illinois state approved Director of Special Education endorsement and an “administrative certificate” by the State Educator Preparation and Licensure Board shall be required for the Director.

Evaluation

The Governing Board will evaluate, at least annually, the Director’s performance and effectiveness, using standards and objectives developed by the Director and Governing Board that are consistent with the Governing Board’s policy and Director’s contract. A specific time should be designated for a formal evaluation session with all Governing Board members present. 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 an employment agreement that conforms to Governing Board policy and State law. This contract shall govern the employment relationship between the Governing Board and the Director. The terms of the Director’s employment agreement, 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, 5/21-7.1. 5/21B-20, 5/21B-25, 5/24-11, 5/24-16, and 5/24A-3.
23 Ill. Admin. Code §§ 1.310, 1.705, and 29.130.

CROSS REF: 2:20 (Powers and Duties of the School board), 2:240 (Governing Board Policy Development)

ADOPTED: March 15, 2001

AMENDED: September 20, 2007
January 21, 2010
August 16, 2012

Cooperative Administration

Administrative Personnel Other Than the Director

Duties and Authority

Cooperative administrative and supervisory positions in the Kankakee Area Special Education Cooperative are established by the Governing Board in accordance with State law. The general duties and authority of each administrative or supervisory position are approved by the Governing Board, upon the Director's recommendation, and contained in the respective position's job description.

Recruitment and Hiring

The Director shall submit nominations to the Governing Board for administrative and supervisory personnel appointments. The Governing Board may accept or reject these employment recommendations. In the case of rejection, it is the duty of the Director to make other recommendations.

Final employment of administrative employees shall be upon the recommendation of the Director with approval of the Governing Board.

Qualifications

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

Evaluation

The performance of all administrative personnel will be evaluated by the Director or designee; the Director shall make employment and salary recommendations to the Governing Board on the status of all Kankakee Area Special Education Cooperative and member district-based programs and personnel for the ensuing year.

Administrators shall annually present evidence to the Director of professional growth through attendance at educational conferences, additional schooling, in-service training and through participation in the general development and improvement of the program and in compliance with the Iroquois-Kankakee Region #32 Administrator Certificate Renewal Plan and the Illinois Administrators Academy.

Administrative Work Year

The administrator's work year shall be the same as the Cooperative's fiscal year, July 1 through June 30, unless otherwise stated in the employment contract. In addition to legal holidays, the administrators shall have vacation periods as approved by the Director. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Governing Board will consider the Director's recommendations when setting compensation for individual administrators.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

Professional Development

The Governing Board encourages all administrative personnel to participate in appropriate professional activities and studies which guide and promote their professional careers and in compliance with the Iroquois-Kankakee Region #32 Administrator Certificate Renewal Plan and the Illinois Administrators Academy. The discovering and transferring of new educational ideas will serve to enhance not only the individual, but the Kankakee Area Special Education Cooperative educational programs and services.

LEGAL REF: 105 ILCS 5/10-21.4a, 5/24A-1, 5/24A-3, 5/24A-4, and 5/24A-20.
23 Ill. Admin. Code §§1.310 and 1.705.

CROSS REF: 5:30, 5:250

ADOPTED: March 15, 2001
May 19, 2011

General School Administration

Administrative Responsibility of a Building Principal

The Governing Board, upon the recommendation of the Director, may consider the employment of a Building Principal as the chief administrator and instructional leader of his/her assigned school. The primary responsibility of a Building Principal is the improvement of instruction. The Building Principal shall perform all duties as described in the School Code as well as such other duties as specified in his or her employment agreement or as the Director may assign, that are consistent with the Building Principal's education and training.

The Director or designee shall develop and maintain a principal and assistant principal evaluation plan that complies with Section 24A-15 of the School Code. Using that plan, the Director or designee shall evaluate the Building Principal and Assistant Principal. The Director or designee may conduct additional evaluations.

The Governing Board and each Building Principal and Assistant Principal shall enter into an employment agreement that conforms to Governing Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/2-3.53a,5/10-20.14, 5/10-21.4a, 10-23.8a, 10-23.b and 5/24A-15.
105 ILCS 127/
23 Ill.Admin.Code Part 35.

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

ADOPTED: July 21, 2005

AMENDED: September 20, 2007
May 19, 2011
January 19, 2012