General District Administration

Executive Director

Duties and Authority

The Executive Director is the District's executive officer and is responsible for the administration and management of the District in accordance with Board of Control 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 including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. The Executive Director is authorized to develop administrative procedures and take other action as needed to implement Board of Control policy and otherwise fulfill his or her responsibilities. The Executive Director may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Executive Director by Board of Control 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

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 Board of Control, District employees, students, and the community. The Executive Director must have and maintain a Professional Educator License with a Administrative endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board of Control will evaluate, at least annually, the Executive Director's performance and effectiveness using standards and objectives developed by the Executive Director and Board that are consistent with State law, the Board's policies and the Executive Director's contract. A specific time should be designated for a formal evaluation session with all Board of Control members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

Compensation and Benefits

The Board of Control and the Executive Director shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board of Control and the Executive Director. The terms of the Executive 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, 5/10-21.9, 5/10-23.8, 5/21, B-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: 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board of Control-Executive Director Relationship), 2:240 (Board of Control Policy Development), 3:10 (Goals and Objectives), 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; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

UPDATED: March 10, 2022