



Title: Executive Director

Reports to: Mid-Valley Special Education Cooperative Executive Advisory Board

Minimum Qualifications: Master's Degree in Education; four to ten years related experience;
Illinois Type 75 General Administrative Certificate
Administrator of Special Education and Director Approval

Summary: The Executive Director is the Cooperative's executive officer and is responsible for the administration and management of the Cooperative in accordance with Advisory 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 Executive Director is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities.

Supervisory Responsibilities: Manages and evaluates subordinate administrators who supervise employees in the Mades-Johnstone Center, satellite classrooms and itinerant services; directly supervises several non-supervisory employees; is responsible for the overall direction, coordination and evaluation of these units.

Performance Expectations: Duties may include, but are not limited to the following:

Facilitating a Vision of Educational Excellence:

1. Promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of educational excellence that is shared and supported by the school community.
2. Using a variety of data including student performance and input from parents and district representatives, provides leadership to develop, implement, and monitor a strategic, long-range plan consistent with population trends, district needs, board objectives, and state requirements.
3. Facilitates and engages in activities that form and implement educational programs, policies, plans and actions to realize organizational vision, mission and goals.
4. Provides leadership and engages in activities to promote a climate of positive collaboration and authentic teamwork in all areas of responsibility. Facilitate and engage in activities that promote appropriate educational standards and excellence for all students and staff.
5. Maintains high accessibility and visibility to staff, students, parents and liaisons.

6. Promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.
7. Demonstrates a thorough knowledge of federal and state statutes and regulations affecting the education of students with disabilities and the management of the cooperative and special education services.

Learning Environment and Instructional Program:

1. Promotes the success of all students by advocating and nurturing a constantly improving instructional program based upon educationally sound principles of curriculum development and modifications, learning and teaching theory, creativity and innovation..
2. Demonstrates a thorough knowledge of special education identification/evaluation procedures, service delivery models, and appropriate assistive/instructional technology for students with disabilities. Ensures that the required components of special education procedures are implemented accurately and in a timely fashion.
3. Directs the operations and activities of administrators to effectively guide and coordinate the programs and services and vision of the cooperative. Evaluate all administrators.
4. Supports staff development that is aligned with the strategic plan and enhances the instructional program, using data-based decisions, research-based interventions, and best practices. Provides professional development for cooperative or district staff, when appropriate.

Management:

1. Promote the success of all students by ensuring the management of the organization, operations, and resources for a safe, efficient learning environment.
2. In consultation with the Board Chair, prepare agenda and submit recommendations to the Board relative to all matters requiring board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
3. Develop, implement, and maintain Board policies and relevant procedures.
4. Participate in collective bargaining on behalf of the Board. Maintain effective relations with employee organizations.
5. Demonstrate a knowledge of school finance procedures and an understanding of special education funding. Assists with the development and administration of the annual budget for the Cooperative.
6. Oversees accurate and timely fiscal services such as invoices, reimbursements, tuition billing, record keeping, payroll, submission of state and federal reports, grants, reimbursement claims, instructional supplies and materials, technology and assessment tools necessary for the provision of special education and related services.
7. Actively seeks new sources of revenues or funding sources necessary for the provision of special education and related services and services for students with disabilities.

8. Oversees the recruitment, selection, hiring, induction, assignment, training, and supervision of qualified personnel.
9. Oversees the management of the day to day operations of the Cooperative including collaborating with administrative district for maintenance, repair, and technology services to the Cooperative. Works collaboratively with others to ensure a safe and appropriate educational environment.
10. Serves as records custodian for the Cooperative and oversees the maintenance and confidentiality of student records in accordance with state and federal law. Acts as the custodian of financial accounts, business and property records, personnel records, contracts, documents, title papers, books of records and other papers belonging to the Board.

Collaboration with Families and Communities/Interpersonal Communication:

1. Promote the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
2. In consultation with district Liaisons, prepare and facilitate regular meetings. Collaborate with Liaisons to identify the ways in which the Cooperative can support shared goals and appropriate services. Act as a resource for district Liaisons, when appropriate.
3. Engage in activities that employ good communication skills and foster educational partnerships with a variety of persons, organizations, and agencies, including the Board, district Liaisons, staff, parents and community members.
4. Assure the meaningful participation of families.
5. Represents the cooperative before the public and maintains, through cooperative leadership, a program of public relations to keep the public informed about activities needs and successes of the students.
6. Confers periodically with professional organizations and networks. Seeks appropriate professional development opportunities.

Other Professional Responsibilities:

1. Maintain a high level of integrity, fairness, ethical behavior and confidentiality of information regarding students, personnel and all job related matters.
2. Demonstrates leadership in department, classrooms, and schools.
3. Demonstrates knowledge of personal technology use (Word, Outlook) and assistive technology, if appropriate.
4. Demonstrates problem-solving skills, flexibility, organizational skills, patience, creativity, and the ability to facilitate change.
5. Demonstrates ethnic and cultural sensitivity and competence.

6. Demonstrates a genuine interest in the students served by the Cooperative.
7. Serve as a positive role model and work to ensure a safe building environment.
8. Communicate in an effective, constructive and positive manner with students, parents, staff, district personnel and community members.
9. Demonstrates the ability to function as an effective leadership team member and facilitator.
10. Promotes high expectations for self, students, and staff.
11. Commit to continuing, substantive personal professional development; Engage in activities necessary to maintain and renew required certifications.
12. Perform all duties and responsibilities and others as assigned by the Board.

Physical Work Requirements:

With appropriate accommodations and/or modifications, employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer, operate standard office equipment, telephone, and student technology.
3. See and hear a computer screen and printed matter with or without visual aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25-50 pounds waist height.
7. Physically manage students, if necessary. Participate in Nonviolent Crisis Intervention methods, if appropriate.
8. Work in both indoor and outdoor environments, some of which may have air-conditioning.
9. Work in an environment where privacy is limited and noise levels vary.

The above statements are intended to describe the general nature and level of work being performed by staff assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed and assigned by the Board.

6-6-12