



Executive Director Job Description

Job Title: Executive Director

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

Qualifications

- Valid Illinois Professional Educator License
- General Administrative Endorsement
- Director of Special Education Endorsement
- Demonstrated experience in special education teaching and/or administration

Core Competencies

- Demonstrated commitment to advocacy, equity, and excellence in special education
- Skilled in building and sustaining collaborative relationships with member districts, staff, and community stakeholders
- Effective communicator with a transparent and inclusive leadership style
- Knowledge of current trends, research, and compliance in special education law (IDEA, Section 504, etc.)
- Experience in professional development, instructional leadership, and continuous improvement
- Strong fiscal acumen, including knowledge of education finance, budgeting, and resource allocation
- Ability to oversee facilities, operations, and technology with a focus on safe, efficient, and effective program delivery
- Upholds the highest standards of ethics, integrity, and professionalism

A. Governance and Strategic Leadership

- Ensure full compliance with all applicable federal and state special education laws, rules, and mandates
- Collaborate with the Board to develop and execute strategic plans and cooperative-wide priorities
- Prepare timely and comprehensive reports, agenda items, and recommendations to the Board for informed decision-making
- Develop and maintain clear, consistent policies and procedures, ensuring accessibility for staff, families, and stakeholders
- Establish and annually present professional goals aligned with the Cooperative's mission
- Maintain regular and open communication with the Board, promoting shared expectations and transparency

B. Personnel Leadership and Human Resources

- Recruit, hire, and retain high-quality professionals across all service levels
- Set and uphold performance expectations through fair and consistent evaluation systems, including the evaluation of administrators and key members of the related services team
- Promote a culture of continuous learning through strategic professional development and mentoring
- Represent the Cooperative in collective bargaining and maintain positive labor-management relations
- Ensure equitable and compliant implementation of all personnel policies and practices

C. Instructional and Programmatic Oversight

- Promote the Cooperative's mission, vision, and commitment to student-centered learning
- Provide guidance and support to district and MVSEC instructional leaders, fostering innovation and best practices
- Lead the design, implementation, and evaluation of programs based on data-informed decision-making
- Meet or exceed compliance and performance standards set by the Illinois State Board of Education
- Model a growth mindset through active engagement in professional organizations and initiatives

D. Fiscal and Operational Management

- In collaboration with the Chief School Business Official (CSBO), ensure that effective systems and personnel are in place to develop and monitor a transparent annual budget aligned with the Cooperative's strategic goals
- Collaborate with the CSBO to ensure that fiscal operations (e.g., invoicing, billing, grants, payroll, purchasing) are managed efficiently and in compliance with regulations
- Review financial data prepared by the CSBO to provide the Board with regular updates on the Cooperative's financial health, risks, and opportunities
- Ensure that systems are in place for the effective maintenance and oversight of facilities, transportation, and technology, supporting safe and effective learning environments

E. Stakeholder Engagement and Community Relations

- Serve as a visible and accessible leader within the community and across all member districts
- Advocate on behalf of the Cooperative and its students at local, state, and national levels
- Promote strong family-school partnerships, ensuring that parents have meaningful opportunities to participate
- Communicate the goals, successes, and challenges of MVSEC with honesty, empathy, and clarity

F. Other Responsibilities

- Fulfill additional duties as assigned by the Executive Advisory Board
- Remain adaptable to the evolving needs of the Cooperative and the special education landscape