

Mid-Valley Special Education Cooperative: 2018-2018

Vision Statement

Create positive collaborative learning communities to facilitate the advancement of academic, social-emotional, vocational and independent living skills for our students by providing excellent, research-based instruction and therapies that meet individual student needs, and provide high quality technical assistance and support to our colleagues in our member districts.

Mission Statement

In collaboration with our colleagues, the MVSEC Mission is to serve the children and families of Batavia, Kaneland, Central, St. Charles and Geneva Community Unit School Districts, and to

- provide service and support to member districts;
- embrace the diversity of all students;
- empower students to become independent, contributing members of their communities; and
- foster and inspire life-long learning.

Organization of Instruction and Curriculum Development (Board Policy 6:30)

Organization of Instruction

The housing of programs in Member District facilities shall be according to plans developed by the Director in cooperation with the Member Districts.

For schools operated by the Cooperative, the Executive Director shall annually develop a plan for organizing instructional levels.

Programs and Curriculum

The Executive Director shall develop and implement a plan of services for special education students that is educationally sound and is otherwise in compliance with State and federal law.

The Executive Director shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

Executive Director (Board Policy 3:40)

Duties and Authority

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. The Executive Director may delegate to other Cooperative staff members the

exercise of any powers and the discharge of any duties imposed upon the Executive Director by Board 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, Cooperative employees, students, and the community. The Executive Director shall have a valid administrative license and be a State-approved Director of Special Education and possess such other qualifications as specified in the position's job description.

Evaluation

The Board 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 the Board's policies and the Executive Director's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Executive Director shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The Board 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 and the Executive Director. The terms of the Executive Director's employment agreement, when in conflict with this policy, will control.

Executive Director will:

- 1. Promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of excellence that is shared and supported by the school community:**
 - Increase district collaboration and communication
 - Conduct program reviews to ascertain service provision including but not limited to curriculum, student growth assessments, instructional strategies (academic/social-emotional/behavioral)
 - Collaboration with joint agreement districts/
 - location hosts on aligning district/building curricular standards with those of MVSEC programs
 - Provide comprehensive service provision to member districts including increased professional development and coaching and wraparound services
 - Increase board communication
 - Implement a bi-monthly written correspondence to include, but not limited to, a) programs/services, b) goal progression, c) executive director scheduling

- Maintain published policy updates
2. **Promote the success of all students by ensuing management of the organization, operations, and resources for a safe, efficient, effective and least restrictive learning environment.**
 - Recommend a Five Year Capital Projects Plan
 - Establish a Technology Committee to make recommendations best aligned with cooperative needs
 - Establish MVSEC organization goals, core believes and associated commitment
 - Conduct timely evaluations of all administrative staff
 - Review and revise hiring procedures to include exit interviews and employee accountability checklists
 3. **Demonstrate a thorough knowledge of school finance procedures, understands special education funding, and demonstrates the ability to develop and manage a budget**
 - Facilitate a Business Model Evaluation yielding recommendation for process changes and/or modifications to best meet member district needs
 - Increase business department oversight including ensuring administrative evaluation
 - Monitor the impact of ISBE’s funding for special educations (evidence-based funding)
 - Recommend a Five Year Capital Projects Plan
 - Establish a Technology Committee to make recommendations best aligned with cooperative needs
 - Establish MVSEC organization goals, core believes and associated commitment
 4. **Promote the success of all students by collaborating with families and community members, responding to the diverse community interests and needs, and mobilizing community resources**
 - Facilitate increased communication with stakeholders through an updated, active interactive website
 - Facilitate increased communication with stakeholders through parent surveys, student surveys, district feedback surveys
 - Facilitate parent and community offerings to support learners throughout the year
 - Involve community and business leaders’ participation in vision and mission.