

Edited

DRAFT UPDATE

Mid-Valley Special Education Cooperative

3:50

General Administration

Administrative Personnel Other Than the Executive Director

Duties and Authority

The Advisory Board establishes Cooperative administrative and supervisory positions in accordance with the Cooperative's needs and State law. ~~This policy applies to all administrators other than the Executive Director, including without limitation Building Principals.~~ The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Executive Director's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Commented [AP1]: Sentence added for clarity.
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Qualifications

All administrative personnel shall be appropriately ~~certificated~~ licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education ~~rules~~.

Evaluation

The Executive Director or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Executive Director of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Executive Director.

Administrative Work Year

The work year for 12-month administrators shall be the same as the Cooperative's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, 12-month administrators shall have vacation periods as approved by the Executive Director. Administrators who work less than a 12-month contract shall work a specific number of days with paid holidays, as specified in their contracts. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board and each administrator shall ~~enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.~~

The Board will consider the Executive Director's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or earlier. The Board will be presented with administrative contract renewal and nonrenewal issues in February or earlier.

Commented [AP2]: This paragraph is relocated from policy 3:60, *Administrative Responsibility of the Building Principal*. For more information regarding administrator contracts, see footnote 7 in the Policy Reference Manual Sample of policy 3:50.
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Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

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LEGAL REF: 105 ILCS 5/10-21.4a, ~~21-7-15/10-23.8a~~, ~~24A-15/10-23.8b~~, ~~24A-3-5/24A-45/21B~~,
and 5/24A. ~~20~~
23 Ill.Admin.Code §§1.310, 1.705, and ~~1.705~~50.300; and Parts 25 and 29.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 5:30 (Hiring
Process and Criteria), 5:250 (Leaves of Absence)

ADOPTED: ~~February 1, 2012~~