



SOUTHWEST COOK COUNTY COOPERATIVE  
ASSOCIATION FOR SPECIAL EDUCATION

JOB DESCRIPTION

<b>TITLE:</b>	Executive Director
<b>REPORTS TO:</b>	Board of Directors
<b>SUPERVISES:</b>	The Executive Director shall serve as the chief executive officer of the Board of Directors in its administration of school programs. In this capacity she/he may delegate responsibility for the various activities, but she/he shall be directly responsible to the Board of Directors for the results produced.
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>-Advanced Degree in Education</li><li>-Valid State of Illinois Professional Educator License (PEL) with an Administration and Director of Special Education endorsement</li><li>-Experience with Pre-K through Transition programming</li><li>-At least 5 years of successful experience supervising special education programs</li></ul>
<b>EVALUATION:</b>	Conducted on an annual basis by the Board of Directors in accordance with contractual guidelines
<b>TERMS OF EMPLOYMENT:</b>	Length of employment and benefits determined by the Board of Directors of SWCCCASE Salary not less than \$185,000.00
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>● Responsible for the formulation of philosophy, policies, plans, programs, rules and regulations for approval of the Board of Directors, and assists the Board in its duty by preparing and presenting facts in support of his/her recommendations relative to</li></ul>

problems and issues before the Board. Provide all employees information as to rules, regulations, and policies of the Board of Directors and monitor implementation.

- Directs the initiation, development and implementation of instructional programs and related services technically and philosophically compliant with federal and state rules and regulations for students with disabilities served by Southwest Cooperative.
- Recommends all staff members for employment, dismissal and suspension, subject to approval or rejection by the Board of Directors. The Executive Director shall approve assignments for all members of the staff.
- Responsible for organizing the administrative plan for the school system and for directing the efforts of the administrative and supervisory employees.
- Responsible for the development, implementation and evaluation of a comprehensive personnel development system for Southwest Cooperative employees.
- Ensures technical assistance supervision is provided across all categories in a comprehensive fashion.
- Responsible for the development and implementation of standard evaluation systems for all Southwest Cooperative personnel which meet the state regulations.
- Directs the preparation of an annual budget and presents the budget with recommendations for the coming fiscal year to the Board of Directors for approval.
- Directs the administration of the budget after its approval by the Board of Directors and makes, or causes to be made, monthly and annual reports that indicate the status of the budget and of the financial affairs of the school system.
- Oversees transportation services as well as the maintenance and security of the physical facilities and properties of Southwest Cooperative.
- Provides leadership in the development and maintenance of constructive working relationships with local district personnel.
- Advances mutually beneficial conjoint ventures between Southwest Cooperative and the community.
- Develops, implements and evaluates a planned program of communication with parents of students receiving services provided by Southwest Cooperative.
- Develops, implements and evaluates a public relations program for Southwest Cooperative.
- Exercises general supervision over the policies and management of individual programs and services.
- Ensures that all constitutional and statutory laws and all Illinois State Board of Education regulations governing special education services are effectively carried out, that all reports to agencies designated by law or by Illinois State Board of Education are made completely and with punctuality, and that the rules and regulations of the Board of Directors are enforced.

### **Professionalism:**

- Follows policies and procedures of Southwest Cooperative
- Performs as an integral member of the educational team
- Maintains confidentiality in matters related to this position

- Relates in a helpful, positive and efficient manner with peers, supervisors, and all those in contact with SWCCCASE
- Demonstrates flexibility and is adaptable to change
- Uses judgment appropriately
- Conducts self in appropriate and ethical manner
- Treats others with respect and dignity
- Demonstrates continual assessment of personal effectiveness and responds professionally to feedback
- Participates in professional growth activities
- Actively participates in the evaluation process
- Maintains a clean work area
- Dresses appropriately

**Performs other such duties as may be assigned by the Board of Directors and in matters not covered by the Board's rules and regulations, shall act on his/her own discretion, if action is necessary, but shall report this action to the Board of Directors for its information and confirmation.**