3:40 Executive Director

Duties and Authority

The Executive Director is KASEC's executive officer and is responsible for the administration and management of KASEC programs in accordance with Board of Education policies and directives, and State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. KASEC 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 KASEC 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 Boards, KASEC employees, students, and the community. The Executive Director shall be an Illinois state-approved Director of Special Education and must maintain a Type 75 Administrative License issued by the Illinois State Education Preparation and Licensure Board.

Evaluation

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

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.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.

5 ILCS 120/7.3, Open Meetings Act.

23 Ill.Admin.Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the Boards; Indemnification), 2:130 (Board-Director Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

ADOPTED: August 20, 2026

Kankakee Area Special Ed Cooperative