

**SECTION 3 - GENERAL SYSTEM ADMINISTRATION**

**DuPage Area Occupational Ed**

### **3:30 Channels of Authority**

The Director shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

CROSS REF.:1:20 (System Cooperative Organization and Operations)

ADOPTED:December 21, 2006

**DuPage Area Occupational Ed**

## 3:40 Director

### Duties and Authority

The DAOES Director is the Chief Executive of the Board administering DAOES under the direction of the Board. He/She reports directly to the Board and is responsible for the overall operation of the System, which includes the operation of the Technology Center of DuPage.

The purpose of the Director's evaluation will be to assess the Director's effectiveness in providing career and technical education leadership for the region and in managing the career and technical education programs under the jurisdiction of the DAOES Board.

The DAOES Director's evaluation will be based on the following:

1. Accomplishment of the Board of Directors' yearly program of work; and
2. Completion of the key functions of the position.

A program of work will be developed by the Director with Board recommendations and final approval no later than the May Board meeting.

The key functions of the DAOES Director are defined in the Board approved position description. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law.

The Director may delegate to other System staff members the exercise of any powers and the discharge of any duties imposed upon the Director by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Director of responsibility for the action that was delegated.

### Qualifications and Appointment

The Director must be of good character and of unquestionable morals and integrity. The Director shall have the experience and the skills necessary to work effectively with the Board, System employees, students, and the community. The Director must have and maintain a Professional Educator License issued by the Illinois State Educator Preparation and Licensure Board.

Each director of an area vocational center and each director or supervisor of more than one field in career and technical education (including regional system directors) shall hold an administrative certificate with a General Administrative or Superintendent's endorsement and have teaching qualifications in one of the five occupational areas and 2,000 hours of work experience outside the field of education.

When the office of the Director becomes vacant, the Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

### Evaluation

The Board of Directors will evaluate, at least annually, the Director's performance, using standards and objectives developed by the Director and Board that are consistent with the System's mission and goal statements. 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 Director shall annually present evidence of professional growth through attendance at educational conferences, additional schooling, and in-service training.

### Compensation and Benefits

The Board of Directors and the Director shall enter into a contract that conforms to this policy and State law. This contract shall govern the employment relationship between the Board and the Director. The terms of the 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, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.

23 Ill.Admin.Code §§1.310, 1.705, and 29.130.

CROSS REF:2:130 (Board-Director Relationship), 2:240 (Policy Development)

ADOPTED:June 18, 2015

### **3:70 Succession of Authority**

If the Director, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Director and submitted to the Board of Directors.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 3:30 (Chain of Command)

Adopted: December 20, 2018

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