

JOB DESCRIPTION

TITLE: Superintendent

REPORTS TO: ECHO Executive Board of Directors

TYPE OF POSITION: Professional/ Administrative (Exempt under FLSA)

QUALIFICATIONS:

- Illinois Professional Educator License with Superintendent, Director of Special Education, and General Administrative/Principal Endorsements required
- Knowledge of Federal and State laws pertaining to education and employment
- Knowledge of special education policies and procedures
- Experience in educational program operations and management
- Excellent interpersonal and verbal/written communication skills
- Demonstrate leadership and organizational skills
- Demonstrate knowledge of Special Education funding systems and regulations

PREFERRED QUALIFICATION(S):

- Chief School Business Official (CSBO) Endorsement preferred

PRIMARY FUNCTION:

The Superintendent serves as the chief executive officer (CEO) of the special education cooperative, overseeing all aspects of its operations from academic performance and budget management to community engagement, facility maintenance, and policy implementation. The Superintendent shall ensure a high-quality education for students and be recognized as the State Approved Director of Special Education for the member districts. Overall, the Superintendent must possess advanced oral and written communication skills, strategic and visionary skills with sound technical and analytical abilities.

EVALUATION:

- Conducted on an annual basis by the Board of Directors in accordance with contractual guidelines.

TERMS OF EMPLOYMENT:

- Length of employment, salary and benefits determined by the Board of Directors.

PRIMARY RESPONSIBILITIES:

- Provide leadership in the development and implementation of ECHO's Vision, Mission and Strategic Plan Goals and Action Plan Activities.
- Ensure 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 Articles of Agreement of the ECHO Joint Agreement are enforced.
- Implement the policies and procedures established by the Board of Directors.
- Assess needs and identify functions necessary to effectively operate ECHO.
- Prepare and submit recommendations related to all matters requiring Board action, placing before the Board of Directors such necessary and helpful facts, information, reports and alternatives as needed to ensure the making of informed decisions.
- Inform and advise the Board of Directors about programs, practices and problems of the Joint Agreement and keep the Board of Directors informed of the actual operations under the Board's authority.
- Plan and develop monthly Board of Directors agendas and materials.
- Serve as liaison to the Board of Directors' Standing Committees.
- Direct the preparation of an annual budget and present the budget annually with recommendations to the Board of Directors for approval.
- Lead and supervise the administration of the budget after its approval by the Board of Directors and ensure monthly and annual reports that indicate the status of the budget and of the financial affairs of ECHO.
- Supervise all purchases and expenditures in accordance with the law and in accordance with the budget approved by the Board of Directors.
- Oversee all cooperative infrastructure including buildings and grounds maintenance, health/life safety, preventative care, systems monitoring, and emergency protocols
- Recommend the administrative structure for the Joint Agreement and for directing the efforts of the administrative staff.
- Direct the development and implementation of instructional programs and related services compliant with federal and state rules and regulations for students served by ECHO.
- Establish staffing patterns consistent with student programmatic needs and within budgetary constraints.
- Exercise general supervision over the policies and management of individual

ECHO programs and services.

- Provide leadership in negotiating the ECHO Employee Association, IEA/NEA and the Educational Support Association, IEA/NEA Collective Bargaining Agreements.
- Assist administrators in facilitating timely and effective responses to Collective Bargaining Agreement issues.
- Assist administrators with mediating and solving disputes.
- Ensure technical assistance supervision is provided across all ECHO Programs in a comprehensive fashion.
- Provide leadership in the development, implementation and evaluation of the instructional programs and services of ECHO.
- Plan and develop ECHO management meetings, leadership meetings and Joint Agreement office meetings.
- Develop, implement and evaluate a comprehensive personnel development system for the ECHO employees that is embedded, ongoing, intentional, and connected to the overall goals and initiatives of ECHO and its member districts.
- Provide leadership in professional development and support the planning and evaluation of a comprehensive staff development plan that supports the growth and development of ECHO staff and member districts.
- Recommend all staff members for employment, dismissal and suspension, subject to approval or rejection by the Board of Directors.
- Provide all employees information as to rules, regulations, and policies of the Board of Directors and monitor implementation.
- Provide leadership in the development and implementation of standard evaluation systems for all ECHO personnel which meet the state regulations.
- Oversee transportation services as well as the maintenance and security of the physical facilities and properties of ECHO.
- Direct the preparation of all necessary state and federal grants, including the ECHO and member district IDEA Part B Preschool and Flow-Through sub- grants.
- Write grants to secure additional funding to support growth and development endeavors.
- Collect and disseminate information from other state and national initiatives to support local efforts.
- Serve as Nondiscrimination Coordinator and Freedom of Information Act Officer for ECHO.
- Superintendent is responsible for budget and finance and manages the district's financial resources, ensuring efficient allocation and responsible spending to support student learning and school operations.
- Verify and validate member district records and claims with governmental agencies when appropriate.

- Provide leadership in the development and maintenance of constructive and collaborative working relationships with local district personnel.
- Provide technical assistance and support to member districts.
- Plan, develop and facilitate district special education administrative meetings.
- Advance mutually beneficial and collaborative ventures between ECHO and the community.
- Develop, implement and evaluate a planned program of communication with parents of students receiving services provided by ECHO.
- Assist member district Superintendents in the design and administration of special education services implemented within member school districts.
- Superintendents are responsible for the overall personnel management within the district, including hiring, supervising, and evaluating senior-level staff like principals and other administrators.
- Superintendent ensures the overall safety, maintenance, and efficient operation of all district facilities, including schools and other properties, while also overseeing the planning and implementation of necessary repairs, upgrades, and construction projects
- Perform other such duties as may be assigned by the Board of Directors

PERSONAL AND PROFESSIONAL RESPONSIBILITIES:

- Communicate and collaborate effectively
- Demonstrate flexibility and adaptability to change
- Use sound judgment for decision making
- Treat others with respect and dignity
- Demonstrate continual assessment of personal effectiveness and respond professionally to feedback.
- Assume personal responsibility for professional performance and growth.
- Participate in the evaluation process.
- Perform as an integral member of the educational team.
- Maintain confidentiality in matters related to the position of Superintendent.
- Relate in a helpful, positive and efficient manner with peers, supervisors, and all those in contact with ECHO.