

INDICATORS OF PERFORMANCE

Director

ADMINISTRATION

1. Assists in the development, implementation and monitoring of Kendall County Special Education Cooperative procedures and programs consistent and compatible with the Administrative Code for Special Education.
 - 1.01 Consults and correctly interprets the Administrative code for Special Education.
 - 1.02 Provides consultative services to district and KCSEC programs, staff and administration.
 - 1.03 Obtains information and guidance from other appropriate resources re; Regional Office of Education, Education Service Center, ISBE.
2. Facilitates the timely completion of ISBE forms regarding special education personnel, child count, and summer school and private facility placements.
 - 2.01 Provides data for the completion of ISBE forms to meet deadlines.
 - 2.02 Assists in the completion of ISBE forms.
3. Develops and monitors federal and state grant applications consistent with needs assessment and budgetary considerations.
 - 3.01 Gathers needs assessment data to assist in the development of grants.
 - 3.02 Completes grant applications for final submission pending approval.
 - 3.03 Submits grant amendments consistent with personnel changes and budgetary requirements.
4. Prepares and administers an annual budget in accordance with Governing Board direction and ISBE guidelines.
 - 4.01 Gathers data to assist in the development of the budget.
 - 4.02 Prepares preliminary budget figures for Governing Board direction.
 - 4.03 Prepares ISBE budget form for display and Governing Board approval.
5. Participates in meetings of the Governing Board.
 - 5.01 Prepares Governing Board agendas and information.
 - 5.02 Presents verbal input at Governing Board meetings based on data and observation.
6. Executes policies, procedures and contracts established by the Governing Board.

- 6.01 Executes decision making based on policy, procedures and contractual obligations.
- 6.02 Reviews policy and prepares revisions and additions as needed.
- 7. Recruits, interviews, selects and recommends the employment of teachers and other personnel.
 - 7.01 Facilitates contracts with universities and potential candidates through written and verbal contracts.
 - 7.02 Conducts interviews for KCSEC vacancies or assigned buildings at the district level.
 - 7.03 Facilitates the completion of employment forms for personnel records, certification and benefits as appropriate.
- 8. Develops recommendations considering the long and short range planning and development of special education programs, services and materials.
 - 8.01 Assesses plans and prepare ways to guarantee a comprehensive continuum of programs and services.
 - 8.02 Facilitates the completion of ISBE program deviations as needed.
 - 8.03 Facilitates committees to develop and revise curriculum and instructional materials.
- 9. Evaluates and facilitates the evaluation of KCSEC personnel in accordance with established procedures, job descriptions and indicators of performance.
 - 9.01 Establishes a timely schedule of staff evaluations consistent with contractual obligations.
 - 9.02 Maintains regular informal classroom/teacher observations and related service contracts.
 - 9.03 Provides written and verbal evaluation feedback with appropriate personnel recommendations.
 - 9.04 Provides personnel recommendations to the Governing Board.
- 10. Insures that student placements are in compliance with state and federal laws or mandates and are coordinated with consideration to local district resources, services and policies.
 - 10.01 Provides information and guidance to personnel to insure the maintaining of state and federal laws, mandates and district policies.
 - 10.02 Provides for the compilation and maintenance of complete student temporary files.
- 11. Insures the coordination, scheduling and participation of appropriate personnel to participate in IEP meetings, staffings and annual reviews and facilitates the compilation of documentation for student records.

- 11.01 Facilitates the coordination of written and verbal communication necessary to schedule IEP meetings and annual reviews.
- 11.02 Facilitates the compilation of student records including file organization, state forms and class rosters.
- 12. Facilitates the implementation of special events for special education students.
 - 12.01 Provides administrative coordination for preschool screenings on a countywide basis.
 - 12.02 Provides administrative coordination for preschool screenings on a countywide basis.

SUPERVISION

- 1. Coordinates the direct and technical supervision of classroom special education teachers and speech therapists.
 - 1.01 Consults with the coordinators and district administrators in developing professional methods and materials for teacher and support staff.
 - 1.02 Consults with the coordinators and district administrators regarding effective communication verbally and in writing on supervising issues.
- 2. Coordinates the development, implementation, evaluation and revision of specialized curriculum used in special education programs.
 - 2.01 Directs the establishment of committees to develop and revise curriculum.
 - 2.02 Supports staff in the implementation of curriculum.
 - 2.03 Evaluates the curriculum on a continuing basis.
- 3. Coordinates with universities, local districts and ESC in the participation of personnel I model projects, research, student teacher placements and strategic planning.
 - 3.01 Provides direction to the coordinators regarding the establishment of student-teacher placements, model projects, research, inservice and strategic planning.
 - 3.02 Establishes priorities and goals with school personnel.
- 4. Provides direction for the adoption and evaluation of instructional materials, evaluation instruments and curriculums.
 - 4.01 Approves purchase orders for KCSEC staff.
 - 4.02 Directs coordinators and staff in adoption and evolution of instruments and curriculum.
- 5. Assists staff in long and short range planning and scheduling.

- 5.01 Assesses plans and prepare ways to guarantee a comprehensive continuum of programs and services.
- 5.02 Assists the completion of ISBE program deviations.
- 5.03 Provides data based accommodations regarding planning to the Governing Board.
- 6. Provides for the orientation of staff to the policies, procedures and philosophy of the KCSEC and local school districts.
 - 6.01 Provides new staff orientation workshop regarding policies, procedures and philosophy of KCSEC and district programs.
 - 6.02 Provides direction for the development of written procedures and orientation materials.
- 7. Provides assistance to parents, administrators, and regular and special education teachers in appropriate programming options of students while meeting legal obligations.
 - 7.01 Advises and provides consultative services that facilitate appropriate programming options for students.
 - 7.02 Obtains ISBE legal information and disseminates pertinent documents with pertinent implications.
 - 7.03 Communicates verbally and in writing.
- 8. Coordinates and provides pupil services including intake services, IEPs, annual reviews, classroom assignments and student schedules.
 - 8.01 Directs the overall coordination of all IEP's, annual reviews, classroom assignments and student schedules.
 - 8.02 Insures the appropriate completion of all paper work resulting in student services and scheduling.
 - 8.03 Provides understanding and participation resolving student problems and use of available and appropriate resources.

INSERVICE

- 1. Coordinates the development of continuous inservice program designed to improve the professional staff and parent knowledge.
 - 1.01 Assesses plans and prepares ways to meet staff development needs.
 - 1.02 Provides the completed inservice grant for Governing Board approval.
 - 1.03 Facilitates inservice workshops consistent with identified needs, grants and budget.
- 2. Interprets and disseminates information regarding state/federal rules and regulations.

- 2.01 Assists the administration and staff in upholding and enforcing ISBE regulations, school Student Records Act, district policy and other related documents.
- 2.02 Provides the Governing Board and administrators with regular administrators' workshops.
- 3. Prepares information for district administrators regarding student placements, progress reports, staff effectiveness and program development.
 - 3.01 Provides the Governing Board with regular updates on programs, staff development, curriculum and student placements.
 - 3.02 Directs the regular development and provision of student rosters for child count data, transportation lists, ISBE forms and budget.

COMMUNICATION

- 1. Provides on-going communication with district and Cooperative personnel as well as with parents.
 - 1.01 Is a positive force when interpreting school programs or policies to students, staff, parents and administration.
 - 1.02 Makes constructive suggestions for school program improvement to appropriate personnel and directs change activities.
- 2. Acts as a liaison with community, county, regional and state officers and agencies regarding matters pertinent to special education.
 - 2.01 Attends appropriate community, county, regional and state meetings regarding special education.
 - 2.02 Serves on the RESA Program Committee Board.
- 3. Provides and interprets information to public organizations and parent groups regarding special education.
 - 3.01 Provides resource services to organizations and parent groups regarding special education.
 - 3.02 Presentations of information reflect updated current interpretations and materials.
- 4. Prepares and reviews news releases and publications.
 - 4.01 Regularly submits or arranges for news releases on KCSEC programs and services.
 - 4.02 Directs development of newsletters for staff.
- 6. Other duties as assigned.

LEADERSHIP

1. Predetermines a course of action, planning, arranging and relating work for the effective accomplishment of objectives and organizing.
 - 1.01 Ability to deal with rough correlations and patterns among elements rather than clear cut cause and effect relationships.
 - 1.02 Ability to deal with relative tendencies and probabilities rather than certainties.
 - 1.03 Relative emphasis and priorities among conflicting objectives and criteria.
2. Demonstrates initiative through an assertive effort to shape outcomes.
 - 2.01 Inter-group and intra-group communication and human relations skills.
 - 2.02 Inter-group interactions involve people within the organization such as coordinators, secretaries, related service staff and teachers.
 - 2.03 Intra-group interactions involve multiple and cross-constituencies, Governing Board and ISBE.
3. Identifies and separates essential facts or issues; deals with intangible issues in addition to “hard” facts; considers alternatives; has a breadth of perspectives; knows how to research problems to acquire necessary data.
 - 3.01 See objective 1.01.
 - 3.02 See objective 1.02.
 - 3.03 See objective 1.03.
4. Ability to come to conclusions and shape decision-making based upon both tangible and intangible evidence and data; uses good sense about essential issues and concerns.
 - 4.01 Demonstrates this skill at two organizational levels:
 - a. Subordinate-superordinate: coordinator- director
 - b. Subordinate-superordinate: director – Governing Board.
 - 4.02 Also see objectives 1.01-1.03 and 2.01-2.03
5. Recognizes implication of efforts and is able to reach mutual satisfaction among concerned parties.
 - 5.01 Demonstrates this skill at two organizational levels:
 - a. Within the Cooperative
 - b. Within the member districts of the Cooperative.
6. Effectiveness in oral and written skills that demonstrates getting the message across efficiently and effectively.

- 6.01 Informs superiors appropriately and keeps subordinates informed about what they need to know and when they need to know it.
 - 6.02 Ability to ask the right questions and bring together subordinates most capable of accomplishing the organization's goals and objectives.
 - 6.03 Involves specific abilities such as knowledge of school law, budgetary processes, curriculum development, evaluation, supervision, instructional practices, educational research, facilities management, organizational behavior, and school/community relations.
7. Effectiveness in getting people to accomplish a current goal or task.
- 7.01 Maintains control of direction or movement toward goals.
 - 7.02 Engages in participatory management.
8. Adjustable to change and capable of modification.
- 8.01 Exhibits reasonable flexibility and creative problem solving.
 - 8.02 Acts as a positive change agent.
 - 8.03 Also see 2.01 – 2.03.
9. Formulates new perspectives and ideas.
- 9.01 Accepts responsibility and risk.
 - 9.02 Exhibits creative problem solving.
 - 9.03 Also see 1.01 – 1.03.
10. Achieves identifiable contributions to own area of responsibility and accomplishes the job.
- 10.01 Identifiable accomplishments and contributions by self-evaluation and Governing Board review.
 - 10.02 Also see 1.01 – 1.03, 2.01-2.03 and 6.01 – 6.03.

E. Evaluation:

Annually by the Kendall County Special Education Governing Board.