

REGIONAL SYSTEM DIRECTOR RESPONSIBILITIES:

The Director shall be the chief executive officer of the Board of Control; as such she/he shall have charge of the administration of the schools under the direction of the Board of Education.

The Board will appoint a Director who will be an employee of the Administrative Agent (V-004)

The Director will be responsible to the Board and will administer the Intergovernmental Agreement in accordance with the by-laws and other directives adopted by the Board.

The Director will be responsible for the operation of the Intergovernmental Agreement and will carry out the policies of the Board. The Director shall report directly to the Board

The Director will file a budget as approved by the Board and will make such other reports and perform such other duties as may be required by law.

REGIONAL SYSTEM DIRECTOR'S PRIMARY DUTIES AND RESPONSIBILITIES:

1. Serve as the instructional leader for all career/technical programs in the Region.
2. Serve as primary liaison/contact person to the employing and working community (spokesperson for all career/technical education programs).
3. Hold primary responsibility for assisting in the development and implementation of Programs of Study with Southwestern Illinois College and Lewis and Clark Community College.
4. Hold primary responsibility for all Regional public relations activities, including newsletters, relations with the media, public speaking, etc.
5. Serve as the primary point of contact between ISBE and the Region for CTE programs.
6. Hold primary responsibility for data collection and reporting to the State, including claims and Career & Technical Education Data System information.
7. Hold primary responsibility for planning, preparing budgets for, and administering career/technical education-related grant funds.
8. Hold primary responsibility for planning, preparing budgets for, and administering funds to support activities of the Regional office.
9. Hold primary responsibility for researching grants, writing grant proposals, then planning, preparing budgets for, and administering grants received as a supplement to the CTE programs of the Region.

10. Hold primary responsibility for establishing, maintaining, and facilitating the following committees: Advisory Council, Steering Committee, Student Services Committee. Tasks include coordinating facilities, developing agendas, performing requested research, preparing presentations, preparing minutes, maintaining correspondence, reviewing program evaluations, etc.
11. Supervise Regional staff and evaluate employees of the Regional Delivery System.
12. Hold primary responsibility for developing and administering Regional policy.
13. Assume significant responsibility for keeping current with trends, issues, research, and legislation regarding career/technical education and for communicating information and for recommending ideas and change strategies to the Region. Provide a “clearing house” for ideas.
14. Represent the Region on State committees, at professional conferences, and to governmental bodies.
15. Establish a guideline calendar for submission of materials and reports.
16. Provide leadership for the Regional Career and Technical Education community and perform tasks as assigned by the Board of Control.
17. The Director shall have charge of the administration of the system under the direction of the Board of Control.
18. The Director may also make recommendations to the Board concerning the building plans, the location of sites, the retention and dismissal of employees, and the selection of textbooks, instructional materials and courses of study.
19. The Director shall keep, or cause to be kept, the records and accounts as directed and required by the Board, aid in making reports required by the Board, and perform such other duties as delegated by the Board.
20. The Director shall participate in school and district school improvement planning when AYP is not met and/or RESPRO staff is involved, with a focus on how CTE programs, resources and instructors can impact AYP.
21. The Director shall maintain the system website and monitor/coordinate other such software as appropriate for the Region.