

DIRECTOR OF STUDENT SERVICES' EMPLOYMENT AGREEMENT

AGREEMENT made this 9th of April 2014, between the **BOARD OF EDUCATION OF KENILWORTH SCHOOL DISTRICT NO. 38**, COOK COUNTY, ILLINOIS, hereinafter referred to as the "Board," and **JULIA JONES**, hereinafter referred to as the "Director of Student Services."

WITNESSETH:

A. EMPLOYMENT AND COMPENSATION

1. The Board hereby employs the Director of Student Services under this multi-year contract for two (2) years and two (2) months, commencing on May 1, 2014, and terminating on June 30, 2016, with such responsibilities and duties as may be designated by the Board in this Agreement and in its policies, rules and regulations, including but not limited to the job description attached to this Agreement as Appendix A.
2. The Board shall pay to the Director of Student Services an annualized salary during the initial fourteen months (inclusive of the 2014-2015 contract year) of this Agreement of ONE HUNDRED TEN THOUSAND AND 00/100 DOLLARS (\$110,000) and ONE HUNDRED THIRTEEN THOUSAND THREE HUNDRED DOLLARS (\$113,300) for the 2015-2016 contract year in equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District.
3. In addition to the salary stated in paragraph A.2 of this Agreement, the Board shall pick up and pay on the Director of Student Services' behalf her required (8.40%) contribution to the State of Illinois Teachers' Retirement System ("TRS"), in lieu of and in satisfaction of the Director of Student Services' required contribution to TRS. The Director of Student Services does not have any right or claim to this amount except as it may become available at the time of retirement or resignation from TRS. Both parties acknowledge that the Director of Student Services did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to TRS, and that such contributions are made as a condition of employment to secure the Director of Student Services' future services, knowledge and experience.
4. Any salary or other modification made during the term of this Agreement shall be in the form of a written amendment and shall become a part of this Agreement, but such modification shall not be construed as a new Agreement with the Director of Student Services, nor as an extension of the termination date of this Agreement.
5. During the term of this Agreement, the Director of Student Services shall hold a valid and properly registered certificate issued by the State of Illinois Teachers'

Certification Board qualifying her to act as a Director of Student Services for the District.

6. The Director of Student Services acknowledges that by accepting the terms of the multi-year Director's Employment Agreement, the Director of Student Services waives any right to tenure or continued contractual service in the School District for the duration of this multi-year contract or any multi-year contract extension pursuant to Section 5/10-23.8a of *The School Code*.

B. Duties

1. The Director of Student Services shall supervise the operation of the District special education, gifted education and Response to Intervention initiatives as the Board shall determine necessary. The Director of Student Services shall also assume administrative responsibilities, under the supervision and direction of the Superintendent and in close collaboration with the Principal and in accordance with the laws of the State of Illinois and the policies, rules and regulations of the Board, for the planning, operation and evaluation of the educational program of Kenilworth School District No. 38.
2. The Director of Student Services shall submit recommendations, as requested, to the Superintendent concerning the appointment, retention, promotion and assignment of all personnel assigned to her supervision in the District and shall keep such other registers and records and make such other reports as may be directed by the Superintendent and the Board or required by law.
3. The Director of Student Services agrees to devote her best efforts to the educational program of the District and shall not undertake or accept other employment or responsibilities that will conflict with her assigned duties.
4. The Director of Student Services is a member of the management team which includes the Superintendent, the Business Services and Human Resources Manager, and the Principal.

C. Benefits

1. The Board will provide the Director of Student Services with the following benefits:
 - a. Full-family health and long-term disability insurance coverage, as provided under the programs effective in the District;
 - b. Term life insurance in the amount of \$50,000.00, as provided under the program effective in the District; and
 - c. Liability insurance, as provided to other administrators, and in accordance with

Section 10-20.20 of *The School Code*.

2. The Director of Student Services shall be entitled to paid vacation of twenty (20) working days per contract year, to be used as mutually agreed upon by the Director of Student Services and Superintendent. Vacation must be taken within the contract year, provided that any earned unused vacation days may be carried over into the following contract year with the approval of the Board. The Director of Student Services shall also be entitled to all legal school holidays observed by the District. Winter, Spring, and Summer recess periods shall constitute working days unless specifically scheduled and credited toward the vacation days listed above.
3. The Director of Student Services shall be granted sick leave, as defined in Section 24-6 of *The School Code*, of fifteen (15) working days per contract year. Any accrued, unused sick leave days may be accumulated to a maximum of three hundred sixty (360) days. The Director of Student Services shall not be entitled to payment for any accrued but unused sick leave upon separation of employment from the District for any reason.
4. The Director of Student Services shall be granted personal leave of three (3) working days per contract year. Any accrued, unused personal leave days shall be added to the Director of Student Services' total accumulated sick leave. The Director of Student Services shall not be entitled to payment for any accrued but unused personal leave upon separation of employment from the District for any reason.
5. The Director of Student Services shall be reimbursed for District business travel in her personal vehicle at the IRS approved mileage reimbursement rate.
6. The Director of Student Services shall be reimbursed for participation in professional development courses and activities and up to \$1,000.00 for dues and membership fees to professional organizations. All professional development courses or activities and/or memberships in professional organizations must be approved, in advance by the Superintendent to qualify for reimbursement.
7. The Director of Student Services shall be allocated a maximum amount of two thousand, five hundred dollars (\$2,500) per contract year for tuition reimbursement for graduate coursework pre-approved by the Superintendent.

D. TERMINATION

1. This employment Agreement may be terminated by:
 - a. Mutual agreement of the parties;
 - b. Permanent disability of the Director of Student Services;
 - c. Discharge of the Director of Student Services for cause;
 - d. Resignation, provided, however, the Director of Student Services shall provide

the Board at least one hundred and twenty days (120) days advance written notice of the resignation; or

- e. Death of the Director of Student Services.
2. The Board may terminate this Agreement for reasons of permanent disability or incapacity at any time after the Director of Student Services has exhausted her accumulated sick leave and either has been absent from her employment for a continuous period of three (3) months or presents to the Board upon request a physician's statement certifying that she is permanently disabled or incapacitated. All obligations of the Board shall cease upon written notice of termination for permanent disability or incapacity, provided that the Director of Student Services shall be entitled to a hearing before the Board if she so requests. The Board reserves the right to require the Director of Student Services to submit to a medical examination, either physical or mental, whenever the Board deems the Director of Student Services disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the Board. The Director of Student Services expressly agrees that the physician shall prepare a detailed report of the state of her physical and/or mental health and submit it to the Board.
3. Discharge for cause shall be for any conduct, act, or failure to act by the Director of Student Services which is detrimental to the best interests of the District. Reasons for discharge for cause shall be given in writing to the Director of Student Services, who shall be entitled to notice and a hearing before the Board to discuss such causes. If the Director of Student Services chooses to be accompanied by legal counsel, she shall bear any costs therein involved. The Board hearing shall be conducted in closed session.

E. STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT GOALS

The Board and Director of Student Services agree that this Agreement is a performance-based contract which includes performance goals related to student performance and academic improvement attributable to the Director of Student Services' responsibilities and duties as required in Section 5/10-23.8 of *The School Code*. These goals are set forth in Appendix B.

F. EVALUATION

1. The Superintendent will annually review and assess the Director of Student Services' performance by April 1 of each contract year. The Superintendent will prepare a written summative evaluation based upon a review and assessment of the Director's progress towards meeting the student performance and academic improvement goals and the Director of Student Services' evaluation criteria.
2. This Agreement may be extended at the end of any contract year by mutual

agreement of the Board and the Director of Student Services, provided the Director of Student Services has met all of the performance goals set forth in Appendix B.

G. NOTICE

All notices under this Agreement shall be deemed sufficient if given in writing and served upon the Director of Student Services and the President of the Board personally or by certified mail, return receipt requested, addressed as follows:

- (1) ***If to the Board:*** Board of Education
Kenilworth School District No. 38
542 Abbotsford Road
Kenilworth, IL 60043
- (2) ***If to the Director:*** Julia Jones
565 W. Quincy Street
Unit 617
Chicago, IL 60661

(or at such other address as may be hereinafter furnished by the Director in writing.)

H. MISCELLANEOUS

1. This Agreement is subject to *The School Code*, the regulations of the State Board of Education and the Superintendent of the Educational Service Region of Cook County, and the policies of the Board.

2. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written, concerning such subject matter. Except as may otherwise be provided herein, no subsequent alteration, amendments, change or addition to this Agreement shall be binding upon the parties unless reduced in writing and duly authorized and signed by each of the parties.

3. This Agreement has been executed in the State of Illinois and shall be governed in accordance with the laws of Illinois. If any provision of this Agreement is deemed illegal or unenforceable for any reason, the remainder of the Agreement shall remain in full force and effect.

4. Section headings and paragraph numbers have been inserted for convenience of reference only. In the event of any conflict between any such headings or numbers and the text of this Agreement, the text shall control.

5. This Agreement may be executed in one or more counterparts each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.


6. This Agreement shall be binding upon and inure to the benefit of the Director of Student Services, her successors, assigns, heirs, executors, and personal representatives, and

shall be binding upon, and inure to the benefit of the Board, its successors, and assigns.

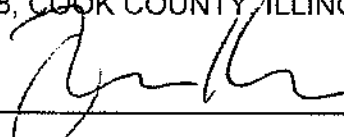
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and, in the case of the Board, by its President and Secretary on the day and year first above written.

DIRECTOR OF STUDENT SERVICES

BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT
NO. 38, COOK COUNTY, ILLINOIS



Julia Jones

By: 

President

Date: 4/10/2014

ATTEST:

By: 

Secretary

Administration

Director of Student Services

The Director of Student Services provides leadership and supervision for any issue or person related to Special Education, Response to Intervention, including Gifted Education, as well as any other student support services.

Organizational Relationship

Reports to the Superintendent and will maintain a close relationship with the Principal.

The Director of Student Services is a member of the executive leadership team including the Superintendent, Business Services and Human Resources Manager and Principal.

Assigned Responsibilities

Instructional Leadership

The Director of Student Services

- Oversees, leads and manages the psychological, health, social work, speech/language, gifted, special education, homebound/hospital instruction and English Language Learner services of the District;
- Supports the Principal to ensure high quality educational outcomes for all students;
- Applies experience and knowledge of best instructional practices and programs for students receiving support from Student Services;
- Provides leadership and expertise for the identification, as well as best instructional practices and programs for students identified as Gifted;
- Provides oversight to the process for early identification of students with special needs;
- Establishes procedures for placement, evaluation, assignment and reappraisal of students' needs with regard to the Student Services program.

Management of School Culture and Environment

The Director of Student Services

- Provides professional development to assist Student Services personnel in contributing to a positive and effective learning climate in the School;
- Evaluates existing Gifted, as well as existing Student Services programs and makes recommendations for changes or additions, as needed;
- Supports the needs of students through Response to Intervention with regards to the master schedule.

Management of Personnel

The Director of Student Services

- Attracts, retains and develops the best Student Services personnel and support staff possible. Leads the selection of new employees and makes recommendations regarding the hiring, discipline, transfer and termination of employees in the Student Services Department;
- Evaluates all Student Services personnel for effective instruction, identifying appropriate goals and related professional development;
- Formulates an effective staffing plan and class assignments for Student Services personnel on an annual basis.

Leadership with Parents and Community

The Director of Student Services

- Consults with parents of students enrolled in Gifted and Student Services programs to evaluate the effectiveness of such programs;
- Consults with and maintains knowledge of community resources to support student, faculty/staff and parent needs;
- Arranges and coordinates transportation of students placed in out-of-District special education programs, including parent transportation.

Professionalism

The Director of Student Services

- Contributes to the tone for professional behavior in the School, leading by example;
- Contributes to effective School programs by participating in professional conferences, training, readings and dialogue, including service as the liaison to the Northern Suburban Special Education District (NSSSED) and New Trier Township Special Education and Gifted Directors;
- Possesses knowledge of District policies and regulations relating to areas of responsibility and is able to effectively apply the policies and regulations;
- Presents periodic reports to the Board of Education;
- Assists in the management of the School budget as it relates to Gifted, as well as Student Services programs and services;
- Ensures that all State and Federal laws, contracts, policies and District regulations are adhered to by students, faculty/staff, parents and the community by communicating, interpreting and implementing laws, policies and rules to all involved;
- Compiles, maintains and files all reports, records and other documents as required by the Illinois State Board of Education;
- Completes compliance trainings as required by the District or State/Federal law; and

Performs all other duties and assumes other responsibilities as may be assigned by the Superintendent.

Terms of Employment

Twelve month position

*Student Performance and Academic Improvement Goals
for Director of Student Services
Ms. Julia Jones
2014-2015 School Year*

Curriculum

1. By November 2014, evaluate the Gifted Program including the process for student identification, development and monitoring of implementation plan, as well as evaluation of student success. By February 2015, in collaboration with the Gifted Committee, develop a comprehensive program to meet the needs of students which will include specific recommendations for personnel assignments, standards, tasks and appropriate professional development. By March 2015, implement the renewed program for direct services to students.
2. By September 2014, develop and implement a pilot Academic Center in 8th Grade to support students who require remediation and/or enrichment beyond the regular classroom setting. Provide regular reports to the Superintendent and Board of Education regarding the implementation and related modifications, required resources and recommendations on future options for implementation;
3. Throughout the school year, ensure that services to students with Individual Education Plans (IEP), 504 Plans are designed and delivered in a manner that promotes the student growth and success as a part of The Joseph Sears School student body.
4. By September 2014, complete the required Illinois State Board of Education training related to Teacher evaluation.

Communication

5. Starting in August 2014, develop and implement regular opportunities for parent communication and education highlighting work in the Student Services Department, Response to Intervention and Gifted/Enrichment education, as well as collect evaluative feedback regarding services. Include evidence of such communications in the monthly report for the Board of Education meetings;
6. By September 2014, develop an annual calendar of activities and deadlines related to the Student Services Department. Provide the calendar at the September 2014 Education Committee meeting for review. Update and revise periodically and disseminate to all faculty/staff.

Culture

7. Create an engaged relationship with the Management Team ensuring the highest quality educational outcomes for all students.