



JOB DESCRIPTION: SUPERINTENDENT

PURPOSE:

The Superintendent serves as the chief executive officer of the Special Education District of Lake County (SEDOL), providing strategic, equity-driven, and transformative leadership aligned with the district's mission, vision, and core values. This role is responsible for the effective operation of a complex multi-member cooperative, encompassing diverse special education programs, student services, therapeutic supports, and regional collaborations. The Superintendent works collaboratively with the Executive Board, Governing Board, staff, families, and community partners to support evidence-based educational practices and continuous system improvement.

REPORTS TO:

SEDOL Executive Board

QUALIFICATIONS:

- Valid Illinois Professional Educator License with Director of Special Education and Superintendent Endorsements
- Master's degree required; Doctorate in Education or related field strongly preferred
- Minimum of 2 years of executive-level administrative experience in special education, district or cooperative leadership
- Proven experience in leading and managing instructional programs for diverse learners with disabilities, including specialized therapeutic and alternative programs
- Demonstrated expertise in inclusive practices, equity frameworks, and trauma-informed leadership
- Must possess ability to travel throughout SEDOL service areas and partner districts
- Full-time, 12-month administrative position

ESSENTIAL JOB FUNCTIONS:

1. Serve as the lead executive of the district, implementing Board policies and operationalizing strategic goals that align with SEDOL's long-range continuous improvement plan and legal mandates.
2. Lead systemic planning and change management initiatives to enhance instructional quality, learner outcomes, equity, and access to services for students with disabilities.
3. Collaborate with the Executive and Governing Boards to establish clear governance structures and shared accountability for student and program success.
4. Facilitate and participate in all Board and committee meetings, providing transparent and comprehensive reports, action items, and data-driven recommendations.

5. Monitor and ensure compliance with all applicable federal and state laws (e.g., IDEA, Illinois School Code), Board policies, and professional standards.
6. Direct the district's continuous improvement efforts, including multi-year strategic planning, performance metrics, and data-informed decision-making.
7. Guide the development and implementation of innovative instructional programming, support services, and inclusive practices tailored to diverse learning needs.
8. Provide leadership in fiscal planning and sustainability, including budget development, grant oversight, revenue generation, and long-range facility and capital planning.
9. Supervise and evaluate district personnel, ensuring recruitment, development, and retention practices are equitable, effective, and aligned with organizational goals.
10. Cultivate collaborative partnerships with local school districts, higher education institutions, government agencies, parent advocacy groups, and mental health/service organizations.
11. Engage with families and caregivers through intentional, culturally responsive communication and involvement in district-wide initiatives and supports.
12. Represent the district in legal matters, interagency collaboration, and educational advocacy at the state and national levels.
13. Oversee and ensure compliance and effective use of federal and state grants, including IDEA, ESSER, and Medicaid reimbursement processes.
14. Provide ongoing updates and professional guidance to district leaders on legislative changes, policy updates, and best practices in special education and student services.
15. Collaborate with bargaining units, ensuring respectful labor relations and supporting contract negotiations grounded in fairness and student-centered operations.
16. Support and leverage the SEDOL Foundation in strategic fundraising and community engagement efforts that benefit students, families, and programs.
17. Implement responsive systems of professional development and capacity-building for all staff to promote equity, trauma-informed practice, and educational innovation.
18. Ensure district-wide communication systems are accessible, proactive, and aligned with best practices in transparency, engagement, and responsiveness.
19. Serve as a thought leader and public advocate for students with disabilities in regional and statewide forums, including ISBE advisory groups and legislative coalitions.
20. Respond to and support unique requests from member districts with agility and technical expertise in program development, staffing, and legal guidance.

JOB RESPONSIBILITIES:

- Provide executive oversight for the planning, delivery, and continuous refinement of all SEDOL programs and services.
- Lead systems for shared accountability and collaborative problem-solving among member districts, ensuring consistent alignment with regional needs and state mandates.
- Serve as a primary liaison between SEDOL and district superintendents, ensuring responsive communication and support around compliance, programming, and operational efficiency.

- Champion diversity and equity as foundational principles of SEDOL's educational and operational systems.
- Ensure the district's policy framework remains current, comprehensive, and reflective of evolving legal, instructional, and community expectations.
- Provide expert leadership and technical assistance in the areas of IDEA implementation, MTSS, alternative dispute resolution, assistive technology, and instructional leadership.
- Promote a positive organizational culture grounded in professional respect, innovation, collaboration, and shared purpose.