

<u>Educational Administration</u> • Approve recognition status of schools • Assure local compliance with all state educational mandates • Certify and review assignments of all teachers • Disseminate information on scholarships and teacher vacancies • Approve school calendars, in-service days, workshops and institutes • Conduct hearings for school district reorganization • Fill school board vacancies left unfilled after 45 days • Administer truancy intervention program • Conduct truancy hearings • Provide professional development workshops for all educators	<u>Cooperation Management</u> • Assist with cooperatives, special education programs and vocational programs • Develop annually a Regional Improvement Plan of School Services • Provide staff development in the fundamental learning areas • Facilitate local school district school improvement planning • Administer Administrators' Academy for professional development • Serve as Ex-Officio secretary of the Regional Board of School Trustees • Remove any member of a school board for failure to perform official duties • Maintain maps of all school boundaries • Facilitate Annexation/detachments
<u>Financial</u> • Disburse state and federal funds • Check bonding of school treasurers • Audit district claims for General state Aid, categorical funds, and Federal grants • Review budgets, audits and annual financial reports • Act as administrative and/or fiscal agent for appropriate programs • Collect and allocate Institute funds	<u>Health and Life Safety</u> • Visit and inspect each public school building annually • Approve and issue building permits and occupancy permits • Supervise school building for health and life safety and condemn buildings if necessary • Train school bus drivers • Review and approve health/life safety survey and amendments
<u>Public Relations</u> • Respond to questions and concerns • Serve as a first resort for resolving school district legal disputes • Serve as an ombudsman for homeless children/families • Promote and support educational programs and achievements of the schools and educators • Serve as liaison between ISBE and districts	<u>Alternative Schools</u> • Administer the Regional Safe School Program • Administer the Alternative School Program