**Section 404.11 The Administrator**

a) The administrator is that person designated by the board or owners to carry out established policies and procedures and the day-to-day management of the institution.

b) An administrator shall have:

1) a Master's Degree from an accredited school of social work and three years' work experience with children, at least two of which were in institutional or other residential group care programs and at least an additional two years of administrative experience; or

2) a Master's Degree in a human services field from an accredited school and three years work experience with children, at least two of which were in institutional or other residential group care programs and at least an additional two years of administrative experience; or

3) a Bachelor's Degree from an accredited college or university, five years' work experience with children, at least three of which were in institutional or other residential group care programs and an additional two years of administrative experience.

c) All persons currently serving as administrators who have served in that capacity for a minimum of five years prior to April 1, 1997 at the institution where currently employed shall be deemed qualified.

d) If there is no social work supervisor, the administrator shall, in addition, meet the qualifications for a social work supervisor as defined in Section 404.19 (Social Work Staff).

e) A person/persons shall be appointed to act in behalf of the administrator when the administrator is absent.

f) If the administrator is to be on leave for more than one month or has left prior to a replacement, the Department shall be notified of the name of the person appointed as acting administrator. The acting administrator shall have the qualifications of an administrator. The notification to the Department shall include documentation that the acting administrator meets the qualifications to be an administrator.

g) The Department shall be notified when there is a change of administrator. The notification shall include documentation that the individual meets the qualifications to be an administrator.

(Source: Amended at 29 Ill. Reg. 9976, effective July 1, 2005)