

**BOARD OF EDUCATION POLICY MANUAL
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*This is a required policy topic

General School Administration

Goals and Objectives

The administrative staff's primary functions are to manage the School District and to facilitate the implementation of a quality educational program. The administrative staff is responsible for:

1. effectively and efficiently managing the District's programs and buildings;
2. providing educational expertise;
3. developing and maintaining channels for communication between the school and community;
4. developing an administrative procedures manual implementing Board of Education policy;
5. planning, organizing, implementing, and evaluating educational programs; and
6. meeting or exceeding student performance and academic improvement goals established by the Board of Education.

LEGAL REF.: 105 ILCS 5/10-21.4 and 5/10-21.4a.
23 Ill. Admin. Code § 1.210.

CROSS REF.: 6:10

ADOPTED: September 23, 1998

REVIEWED: October 2016

General School Administration

Line and Staff Relations

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be by-passed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. Where this is not possible, the division of responsibility must be clear.

CROSS REF.: 2:140, 8:110

ADOPTED: September 23, 1998

REVIEWED: October 2016

General School Administration

Administrative Procedure - Organizational Chart

General School Administration

Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with Board of Education policies and directives, and State and federal law. The Superintendent is authorized to develop administrative procedures to implement Board of Education policy.

The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board of Education policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated.

Qualifications and Appointment

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board of Education, District employees, students, and the community. The Superintendent shall have a valid administrative certificate and Superintendent's endorsement issued by the State Certification Board.

When the office of the Superintendent becomes vacant, the Board of Education will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The Board of Education will evaluate, at least annually, the performance of the Superintendent, using standards and objectives developed by the Superintendent and Board which are consistent with the District's mission and goal statements. A specific time should be designated for a formal evaluation session with all Board of Education members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall present evidence of professional growth through attendance at educational conferences, additional schooling, and in-service training.

Compensation and Benefits

The Board of Education and the Superintendent shall enter into a contract which conforms to this policy and State law. This contract shall govern the employment relationship between the Board of Education and the Superintendent.

LEGAL REF.: 105 ILCS 5/10-21.4, 5/10-23.8, 5/21-7.1, 5/24-11, 5/24-16, and 5/24A-3.
23 Ill. Admin. Code §§ 1.220, 1.310a, 1.320a, and 226.545.

CROSS REF: 2:130, 2:240

ADOPTED: September 23, 1998

REVIEWED: October 2016

General School Administration

Administrative Personnel Other Than the Superintendent

Duties and Authority

District administrative and supervisory positions are established by the Board of Education in accordance with State law and regulations. The general duties and authority of each administrative or supervisory position are approved by the Board of Education, upon the Superintendent's recommendation, and contained in the respective position's job description.

Qualifications

All administrative personnel shall have a valid administrative certificate and appropriate endorsements issued by the State Certification Board and such other qualifications as specified in the position's job descriptions.

Evaluation

The performance of all administrative personnel will be evaluated by the Superintendent or designee; the Superintendent shall make employment and salary recommendations to the Board of Education.

Administrators shall present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training and through participation in the general development and improvement of the school program.

Administrative Work Year

The administrator's work year shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, the administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board of Education will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board of Education no later than the March Board of Education meeting.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

LEGAL REF: 105 ILCS 5/10-21.4a, 5/24A-1, 5/24A-3, and 5/24A-4.
23 Ill. Admin. Code § 1.310.

CROSS REF: 3:60, 5:30, 5:250

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REVIEWED: October 2016

General School Administration

Administrative Responsibility of the Building Principal

Building Principals are the chief administrators of their assigned schools. The primary responsibility of Building Principals is the development and improvement of instruction. A majority of the Principal's time shall be spent on curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. Building Principals are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, control of the students attending the school, management of the school's budget, communication between the school and the community, and reporting criminal offenses. Principals will be evaluated on their instructional leadership ability and their ability to maintain a positive education and learning environment.

The Board of Education and each Principal shall enter into a contract which conforms to Board policy and State law.

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/10-20.14, 5/10-21.4a.
105 ILCS 127/.
23 Ill. Admin. Code §§ 1.320x, 1.230b, and 1.320c.

CROSS REF.: 3:50, 5:250

ADOPTED: September 23, 1998

REVIEWED: October 2016

General School Administration

Succession of Authority

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and approved by the School Board.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 3:30
(Chain of Command)

ADOPTED: October 2016

General School Administration

Administrative Procedure - Succession Plan

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall be as stated below. If the first person on the succession list is unavailable, the second person shall be the responsible person, and so on, in order through the list. The designated individual shall communicate with the School Board President in cases of importance and/or emergency.

Superintendent

Asst. Superintendent of Finance _____

Special Education Director _____

Building Principal

