

SECTION 3      SCHOOL ADMINISTRATION

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## General School Administration

### Goals and Objectives

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with Board policy 1:30, *School District Philosophy*. Specific goals and objects are to:

1. Effectively and efficiently manage the District's programs and buildings;
2. Provide educational expertise;
3. Develop and maintain channels for communication between the school and community;
4. Develop an administrative procedures manual implementing School Board policy;
5. Skillfully manage the District's fiscal and business activities;
6. Plan, organize, implement, and evaluate educational programs; and
7. Meet or exceed student performance and academic improvement goals established by the Board.

LEGAL REF.: 105 ILCS 5/10-21.4 and 5/10-21.4a.

CROSS REF.: 1:30 (School District Philosophy)  
2:20 (Powers and Duties of the School Board)  
2:130 (Board Superintendent Relationship)  
3:40 (Superintendent)  
3:50 (Administrative Personnel Other Than the Superintendent)  
3:60 (Administrative Responsibility of the Building Principal)  
6:10 (Educational Philosophy and Objectives)

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## **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.: 1:20 (District Organization, Operations, and Cooperative Agreements)  
2:140 (Communication To and From the Board)  
3:70 (Succession of Authority)  
8:110 (Public Suggestions and Complaints)

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## **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 School Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement School Board policy and otherwise fulfill his or her responsibilities. 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 policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that 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, District employees, students, and the community. The Superintendent shall have a valid administrative certificate with the superintendent endorsement issued by the State Certification Board. Within 5 months of being employed, the Superintendent must reside within the district unless the Board at the time of hire approves a waiver of or modification to this requirement in the Superintendent's employment agreement.

#### **Evaluation**

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

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

#### **Compensation and Benefits**

The School Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-20.50, 5/10-21.4, 5/10-23.8, 5/21-7.1, 5/24-11,  
and 5/24A-3.  
23 Ill. Admin. Code §§ 1.310, 1.705, and 29.130.

CROSS REF: 2:30 (Powers and Duties of the School Board)  
2:130 (Board-Superintendent Relationship)  
2:240 (Board Policy Development)  
3:10 (Goals and Objectives)

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## **General School Administration**

### **Administrative Personnel Other Than the Superintendent**

#### **Duties and Authority**

The Board establishes District administrative and supervisory positions in accordance with the District's needs and State law and regulations. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

#### **Qualifications**

All administrative personnel shall be appropriately certificated and shall meet all applicable requirements contained in State law and Illinois State Board of Education rule.

#### **Evaluation**

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

#### **Administrative Work Year**

The work year for administrators 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, 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 will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues, unless the Board determines compensation decisions for the following school year will be delayed to a later date.

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, 5/21-7.1, 5/24A-1, 5/24A-3 and 5/24A-4.  
23 Ill. Admin. Code § 1.310.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal)  
5:30 (Hiring Process and Criteria)  
5:250 (Leaves of Absence)

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## **General School Administration**

### **Administrative Responsibility of the Building Principal**

The Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of the Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training.

The Board and each Building Principal and Assistant Principal shall enter into an employment agreement that conforms to Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

Each Building Principal and Assistant Principal shall complete State law requirement to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of The School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

LEGAL REF.: 10 ILCS 5/4-6.2.  
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 10-23.8a, 10-23.8b, and 5/24A-15.  
105 ILCS 127/1.  
23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent)  
5:250 (Leave of Absence)

Adopted June 25, 1998  
Rev. March 24, 2011  
Rev. March 20, 2014



**General School Administration**

**Succession of Authority**

If the Superintendent, Building Principal, or other administrator is temporarily absent, 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)