

**BOARD OF EDUCATION POLICY MANUAL
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*A policy on this topic is legally required by state and/or federal laws and regulations.

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 School Board policy 1:30, *School District Philosophy*. Specific goals and objectives are to:

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.

Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-21.4 and 5/10-21.4a.

CROSS REF.: 1:30, 2:20, 2:130, 3:40, 3:50, 3:60 6:10

ADOPTED: October 15, 1998

REVISED: August 4, 2015

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, 2:140, 3:70, 8:110

ADOPTED: October 15, 1998

REVIEWED: June 18, 2015

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 and take action as needed to implement 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 which was delegated.

In addition to his/her administrative duties, the Superintendent shall make recommendations to the Board concerning the budget; building plans; location of sites; the selection, retention, and dismissal of teachers and other employees; and the selection of textbooks, instructional materials and courses of study. The Superintendent shall keep records and accounts as directed and required by the Board and by law prepare all reports required of the Board, and perform such other duties as the board may delegate to him/her. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law.

Qualifications

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 and Superintendent's endorsement issued by the State Certification Board.

When the office of the Superintendent becomes vacant, the Board of Education shall conduct a search to find the most capable person for the position. Members of the staff who are qualified and apply for the position will receive the same consideration as other candidates. The Board may utilize the services of an outside consultant in securing candidates and in the initial screening of applicants. Responsibility for the selection of the Superintendent shall remain with the Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with Board's policies and the Superintendent's contract. The Board shall evaluate the Superintendent in his/her administration of Board Policies and his/her stewardship of the assets of the District. 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 and as well as performance areas needing improvement, as well as the Superintendent's progress in meeting goals.

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

Employment Contract

The Board and the Superintendent shall enter into a contract which conforms to this policy and law. This contract shall govern the compensation, benefits, terms, and conditions, and the employment relationship between the Board and the Superintendent.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-21.4, 5/10-23.8, 5/21-7.1, 5/24-11, 5/24-16, and 5/24A-3.

CROSS REF: 2:20, 2:130, 2:240, 3:10

ADOPTED: October 15, 1998

REVISED: December 3, 2009

REVIEWED: June 18, 2015

General School Administration

Administrative Personnel Other Than the Superintendent

Duties and Authority

The School Board establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. 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 licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

Evaluation

The performance of all administrative personnel will be evaluated by the Superintendent or a designee; the Superintendent shall 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 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.

Employment Contract, Compensation and Benefits

The Board and each Administrator shall enter into a contract which conforms to Board policy and Illinois law. 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 May Board meeting.

LEGAL REF: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A-4.

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

ADOPTED: October 15, 1998

REVISED: August 4, 2015

General School Administration

Administrative Responsibility of the Building Principal

The Board of Education, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools. The primary responsibility of a Building Principal 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 and Assistant 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. Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Principals and Assistant Principals will be evaluated on their instructional leadership ability and their ability to maintain a positive education and learning environment. The Superintendent or designee shall develop and maintain a principal and assistant principal evaluation plan that complies with Section 24A-15 of The School Code. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

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

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 et seq.
23 Ill.Admin.Code Part 35 and 50, Subpart D

CROSS REF.: 3:50, 5:250

ADOPTED: October 15, 1998

REVISED: August 4, 2015

General School Administration

Succession of Authority

If the Superintendent, Building Principal, or other administrator is absent for an indeterminate amount of time, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and approved by the Board of Education.

CROSS REF: 1:20, 3:30

ADOPTED: October 15, 1998

REVIEWED: June 18, 2015