

## GENERAL SCHOOL ADMINISTRATION

### ADMINISTRATIVE PERSONNEL OTHER THAN THE SUPERINTENDENT

#### Duties and Authority

District administrative and supervisory positions are established by the School Board, in accordance with State law and regulations. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. In each case, the Board shall approve the broad purpose and function of the position consistent with State law and regulations, approve a statement of job requirements as recommended by the Superintendent, and delegate to the Superintendent the responsibility for writing, or causing to be written, a job description for the position. The Superintendent or his/her designee shall continuously maintain a comprehensive, coordinated set of job descriptions for all such positions in order to promote efficiency and economy in the staff's operations.

The Superintendent is expected to work through his or her administrative staff by proper delegation of authority to each according to the staff member's competence and assignment and by regular meetings where each administrative staff member has an opportunity to participate.

#### Qualifications

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

#### Evaluation

The performance of all administrative personnel will be evaluated by the Superintendent or a designee and reported to the Board on an annual basis. The Superintendent shall also make employment and salary recommendations to the School Board.

The Superintendent is responsible for developing an administrative evaluation system whereby performance based criteria will be utilized to determine the individual value of each member of the administration in relation to their contribution toward meeting the goals and objectives of the District.

The Board will consider the performance rating when setting individual compensation. If possible, the Superintendent's recommendations should be made to the Board no later than the June Board meeting.

The rehiring of non-tenure administrators will be presented to the Board at least sixty (60) days before the end of the school year.

#### Professional Growth

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.

GENERAL SCHOOL ADMINISTRATIONADMINISTRATIVE PERSONNEL OTHER THAN THE SUPERINTENDENTAdministrative 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 an 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 School Board will consider the Superintendent's recommendations when setting compensation for individual administrators.

LEGAL REF.: Illinois School Code, 105 ILCS 5/21B-20 and 5/21B-25  
23 Ill. Admin. Code §1.310; 1.705, and Parts 25 and 29

CROSS REF.: 356 and 500.01

Adopted: March 10, 1983  
Revised: June 10, 1999  
Revised: February 25, 2016