

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. The Superintendent is authorized to develop rules and procedures to implement School Board policy.

In addition to his/her administrative duties, the Superintendent shall make recommendations to the Board concerning the budget, building plans, location of sites, selection, retention and dismissal of teachers and other employees, selection of textbooks, instructional materials and courses of study. The Superintendent shall keep or cause to be kept the records and accounts as directed and required by the Board, aid in making reports required by the Board, and perform such other duties as the Board may delegate to him/her.

The Superintendent shall be responsible through the management team for the following functions:

1. Directing the day to day operations of the schools, services, and programs of the District under the authority, responsibility, and direction of the Board.
2. Conducting research and recommending plans for the short and long range goals, services, and programs of the District.
3. Evaluating all operations, programs, services, and personnel of the District on a regularly scheduled basis.

The Superintendent shall also notify the Board, the State Board of Education and the affected Building Principal whenever any employee of the District or other person who comes in frequent contact with children in the school has been named as a perpetrator in an indicated report filed pursuant to the Abused and Neglected Child Reporting Act.

The Superintendent may delegate responsibility for the various segments of the school program, but it is his/her ultimate responsibility, and he/she is to be held accountable for the success or failure of all phases of the school program.

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 School Board, District employees, students, and the community. The Superintendent shall have a Professional Educator License and Superintendent's endorsement issued by the State Certification Board.

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Evaluation

The School Board will evaluate the performance of the Superintendent in writing at least once each school year prior to May 1, using standards and objectives developed by the Superintendent and Board which are consistent with the District's mission and goal statements. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement. A signed copy of every evaluation shall be placed in the Superintendent's personnel file. The Superintendent shall also prepare a written self-evaluation once each school year.

Guidelines for evaluation:

1. Standards for Superintendent evaluation shall reflect mutually agreed upon goals and objectives for the School District, arrived at through a participative process with the Board and Superintendent.
2. A specific time should be designated for a formal evaluation session with all Board members present.
3. The evaluation should include a discussion of strengths as well as weaknesses.
4. Evaluation requires preparation - self-examination by the Superintendent and collection and review of data by the Board which relates to the Superintendent's performance.
5. Judgments should be supported by as much rationale and objective evidence as possible.

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

Compensation and Benefits

The School Board 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 School Board and the Superintendent. In addition to his or her contracted salary, the Superintendent shall receive such benefits as are mutually agreed upon and which are made a part of the contract. The Superintendent shall also be allowed such other privileges, leaves and fringe benefits as the Board of Education may decide and as are commonly extended to all other certified and/or administrative personnel.

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Contract Non-renewal

If the Board elects not to re-employ the Superintendent, it shall notify the Superintendent in writing of such a decision no later than April 1 of the year of expiration of the contract unless otherwise specified in the contract. The specific reason(s) for non-renewal of the contract shall be stated in writing. Within ten (10) days of receiving a dismissal notice, the Superintendent may request a closed hearing with the Board.

The Superintendent's contract may be discontinued at any time by mutual agreement of the contracting parties or by the Board at any time for just cause.

Replacement

When a vacancy in the Superintendency occurs, the Board will recruit widely in an effort to fill the position with the most capable person available. Members of the staff who 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. Responsibility for the final selection, however, shall remain with the Board of Education, and the deliberations will normally be conducted in executive session.

The Board of Education, upon the selection of candidates or upon reappointment of the incumbent Superintendent, shall recognize the dignity of the position and shall provide the freedom of leadership appropriate to the responsibilities of the Superintendent through an explicit contractual agreement. Such contract shall follow the provisions of the Illinois School Code.

Consulting Activities

The Board recognizes that the Superintendent has a professional obligation to serve as a speaker, consultant or resource person outside the District, and that benefits may accrue to the District through such participation.

When a commitment of this nature will require the Superintendent to be absent from the District for more than one working day, the Board shall be informed in advance of the proposed absence, whenever possible.

Participation in activities of this nature which require the Superintendent to be absent from the District for more than three working days or are of a continuing nature shall be subject to the advance approval of the Board.

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Professional and Civic Activities

The Superintendent is encouraged to participate in those activities which will maintain, improve or broaden the skills and/or perspective necessary to be effective in his/her position. Consequently, involvement with professional organizations is encouraged. Participation in workshops and other inservice activities is also encouraged.

Teaching at a university or college can be productive and stimulating to a Superintendent. If the Superintendent should desire to be involved in such activities, the Board should be kept informed.

Other professional activities that may be made available to the Superintendent which would require him or her to be absent from the District for more than one (1) full working day shall be reported to the Board. If the activity shall extend beyond three (3) days or be of a continuous nature, approval by the Board is required.

The expenses for the Superintendent's attendance at appropriate professional meetings at the local, state and national levels, as well as expenses incurred by him/her in his or her capacity as Chief Executive Officer of the District shall be incurred by the District. Such expenses shall include but not be limited to business luncheons, expenses incurred in behalf of Board members or employees and civic activities including those of a public relations nature.

LEGAL REF.: Illinois School Code, Sec. 10-21.4, 10-23.8, 21-7.1, and 5/24A-3 (105 ILCS 5/10-21.4, 5/10-23.8, 5/21B-20 and 5/21B-25 and 5/24A-3.);
23 Ill. Admin Code §§25.355, 25.360, 29.100 and 29.130

Adopted: March 10, 1983
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