

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 shall:

1. Effectively and efficiently manage the District's programs and buildings;
2. Plan, organize, implement, and evaluate educational programs;
3. Provide educational leadership;
4. Develop procedures and regulations which implement School Board policy;
5. Create an environment in which staff members can contribute to the full range of their talents and have a responsibility to challenge their creative resources;
6. Develop and maintain channels for communication between the school system and community;
7. Facilitate a free and open flow of comments, criticisms and suggestions by creating a non-threatening environment conducive to openness and cooperation;
8. Follow practices that encourage participation in the decision-making process by involving appropriate staff, students, community representatives and administrators;
9. Prepare and regularly communicate short- and long-range plans which are based upon a continuous evaluation of the school program;
10. Interpret School Board policies and make them available to all personnel affected;
11. Recognize that teachers and administrators have different supportive roles in the performance of their respective duties but understand that common goals exist;
12. Function in a manner that allows the staff to accomplish worthwhile objectives that it has helped to establish;
13. Encourage good community relations and work cooperatively with the staff to achieve community understanding and acceptance of the educational program;
14. Seek to develop and skillfully utilize human relation skills;
15. Seek to develop and skillfully utilize managerial skills;

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16. Create and continually improve the means for interpreting administrative regulations and procedural matters to the staff;
17. Evaluate programs and methods continually and strive to achieve effective ways to bring about improvement in them;
18. Give careful consideration to the views of staff, students and residents when they are involved in planning;
19. Believe that the advice and insights of the staff, students and residents are important for balanced input in decision making;
20. Seek ways to support and strengthen the teaching/learning process;
21. Develop and maintain a high level of staff and student morale;
22. Participate in inservice growth activities to upgrade professional skills;
23. Work with staff to provide inservice opportunities to improve professional skills;
24. Develop and maintain an environment of cooperation and assistance among its members; and,
25. Work supportively with the Board of Education in recommending, interpreting and implementing Board policy.

LEGAL REF.: Illinois School Code, Sec. 10-21.4 and 10-21.4a (105 ILCS 5/10-21.4 and 5/10-21.4a); 23 Ill. Admin. Code §1.210.

CROSS REF.: 315, 320, 600

Adopted: March 10, 1983
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