

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. The general duties and authority of each administrative or supervisory position are approved by the school board, upon the Superintendent's recommendation, and contained in the respective position's job description.

Qualifications

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

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 school 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 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. These recommendations should be presented to the school board no later than the first school board meeting in March.

LEGAL REF.: Illinois School Code, Sec. 24A-1, 24A-3 and 24A-4 (105 ILCS 5/24A-1, 5/24A-3 and 5/24A-4); and 23 Ill.Admin.Code §1.310.

CROSS REF.: 3.60, 5.30, 5.250

Adopted: March 27, 1997
Reviewed: November 14, 2002
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