

General School Administration

Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of 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 Board policy.

In addition to his or her administrative duties, the Superintendent will make recommendations to the Board concerning the budget; building plans; location of sites; selection, retention and dismissal of teachers and other employees; and the selection of textbooks, instructional materials and courses of study. Also, the Superintendent will be responsible for maintaining District records and accounts as directed and required by the Board, making reports required by the Board, and performing any other duties the Board may delegate to him or her.

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

1. Directing the day to day operations of District schools, services, and programs, under the authority, responsibility, and direction of the Board.
2. Conducting research and recommending plans for attaining 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 regular basis.

The Superintendent will also notify the Board, the State Board of Education and the affected Building Principal whenever any District employee or other person who comes in frequent contact with District 204 school children has been named as a perpetrator in a report filed pursuant to the Abused and Neglected Child Reporting Act.

Although the Superintendent may delegate responsibility for the various segments of the District's educational program, it is his or her ultimate responsibility. He or she will be held accountable for the success or failure of all phases of the program.

Qualifications and Appointment

The Superintendent must be of good character and have the experience and skills necessary to work effectively with the School Board, District employees, students, and the

community. And the Superintendent will have a valid administrative certificate and Superintendent's endorsement issued by the State Certification Board.

Compensation and Benefits

The School Board and the Superintendent will enter into a contract that conforms to this policy and State law. This contract will govern the employment relationship between the Board and the Superintendent. In addition to his or her contracted salary, the Superintendent will receive those benefits that are mutually agreed upon and made a part of the contract. The Superintendent will also be allowed any other privileges, leaves and fringe benefits that are agreed upon by the Board and are commonly extended to all other certified and/or administrative personnel.

Contract Non-renewal

If the Board decides not to re-employ the Superintendent, it will notify him or her of that decision in writing no later than April 1 of the year in which the contract expires, unless otherwise specified in the contract. The specific reason(s) for not renewing the contract also will 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 Superintendentcy occurs, the Board will determine the best process to find a replacement for the Superintendent. Members of the staff who apply for the position will receive the same consideration as other candidates.

The Board may use the services of an outside consultant in securing candidates and in the initial screening. Responsibility for the final selection, however, will remain with the Board, and the deliberations will normally be conducted in executive session.

Upon the selection of candidates or upon reappointment of the incumbent Superintendent, the Board will recognize the dignity of the position and will provide the freedom of leadership appropriate to the responsibilities of the Superintendent through an explicit contractual agreement. Such contract will 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 the District may benefit from 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 will be informed in advance of the proposed absence, whenever possible.

When participation in such activities requires the Superintendent to be absent from the District for more than three working days or are of a continuing nature, that participation will be subject to the advance approval of the Board.

Professional and Civic Activities

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

Teaching at a university or college can be productive and stimulating for a Superintendent. However, if he or she wishes to be involved in such activities, the Board will be kept informed.

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

The Superintendent's expenses while attending professional meetings at the local, state and national levels, as well as other expenses incurred by him/her in his or her capacity as Chief Executive Officer of the District, will be paid by the District. Such expenses will include but not be limited to business luncheons, expenses incurred on 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, 5/21-7.1, and 5/24A-3.);
23 Ill.Admin.Code ̳1.220, 1.310a, 1.320a, and 226.545.

Adopted: December 13, 2004