

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. In each case, the Board will 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 will 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 properly delegating authority to each staff member according to his or her competence and assignment. Also, each administrative staff member will have an opportunity to participate in regularly scheduled staff meetings, and, when appropriate, at Board meetings.

Qualifications

All administrative personnel will have a valid administrative certificate, appropriate endorsements issued by the State Certification Board, and any other qualifications specified in the position's job description.

Professional Growth

Administrators will 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 District's educational program.

Administrative Work Year

The administrator's work year will 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 will have vacation periods as approved by the Superintendent. All administrators will be available for work when their services are necessary.

Compensation and Benefits

The School Board will consider the Superintendent's recommendations when setting compensation and benefits for individual administrators.

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.: 356 and 500.01

Adopted: 12/13/00