

## **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 goals and objectives of the administrative staff will include:

1. Provide educational leadership through the planning, organization, implementation and evaluation of educational programs, seeking ways to support and strengthen the teaching/learning process;
2. Create and maintain an environment of cooperation and assistance in which staff members can contribute to the full range of their talents and have a responsibility to challenge their creative resources, including participation in and development of in-service training opportunities;
3. Develop and maintain channels for communication between the school system and community, including short- and long-range plans based upon continuous evaluation of the educational program, and encourage good community relations, working cooperatively with the staff to achieve community understanding and acceptance of the educational program;
4. Facilitate a free and open flow of comments, criticisms and suggestions by creating a non-threatening environment conducive to openness and cooperation and follow practices that encourage involvement and participation in the decision-making process;
5. Give careful consideration to the views of staff, students and residents when they are involved in planning, recognizing that their advice and insight is important for balanced input in decision making;
6. Develop and maintain a high level of staff and student morale, in part through development and skillful utilization of managerial and human relations skills;
7. Recognize that teachers and administrators have different supportive roles in the performance of their respective duties but clearly demonstrate that common goals exist, and function in a manner that allows them to accomplish worthwhile objectives that they have helped to establish; and
8. Manage the District's programs and assets in an effective, efficient manner, and continually evaluate methods and procedures so as to identify and implement improvements.
9. Work supportively with the Board of Education in recommending additions or revisions to Board policy.
10. Administer Board policies, make them available to all personnel, develop procedures and regulations that implement such policies, and continually look for ways to improve the means of communicating administrative and procedural matters to the staff.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-21.4, and 5/10-21.4a.  
23 Ill.Admin.Code §1.210.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board Superintendent Relationship), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives)

ADOPTED: April 22, 2013