

General School Administration

Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits. The Superintendent's evaluation is intended to accomplish the following objectives:

1. Clarify the performance expectations of the Superintendent.
2. Establish both short-term and long-term work goals.
3. Bring about a closer working relationship between the Superintendent and the Board.
4. Make an appraisal that is relevant to ongoing job performance.
5. Establish appropriate methods for refining the objectives and/or the need for alternative strategies.
6. Keep appraisal a dynamic process, by assessing its effectiveness periodically and revising it as necessary.

Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

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.

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.

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.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
23 Ill.Admin.Code §§1.310, 1.705, and 29.130.

CROSS REF: 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

ADOPTED: November 2, 2015