

General School Administration

Administrative Personnel Other Than the Superintendent

This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals

Duties and Authority

District administrative and supervisory positions are established by the Board in accordance with State law and regulations. The general duties and authority of each administrative or supervisory position shall be approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description.

Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

Evaluation

The performance of all administrative personnel will be evaluated by the Superintendent or designee; the Superintendent shall make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

Administrative Work Year

The administrators' work year shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, the administrators shall have vacation periods as stated in the respective employment agreements and as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal issues.

All benefits and leaves of absence available to administrative personnel shall be stated in the respective employment agreement.

LEGAL REF: 105 ILCS 5/10-21.4a 5/10-23.8a, 5/10-238b, 5 5/21B and 5/24A.

23 Ill.Admin.Code §§1.310 1.705 and 50.300; and Parts 25 and 29.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions).

Legal references updated: May 13, 2011

ADOPTED: February 27, 2007

REVISED: September 29, 2015