

Administrative Personnel Other Than the Superintendent

Duties and Authority

The Board establishes District administrative and supervisory positions in accordance with the District's needs and state law and regulations. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, state law and/or the administrator's employment agreement shall take precedence.

Qualifications

All administrative personnel shall be appropriately certificated and shall meet all applicable requirements contained in state law and the Illinois State Board of Education rule.

Evaluation

One of the necessary components of a productive administrative staff is a comprehensive evaluation system based upon the goals and objectives of the District. Therefore, the administrators of the District shall be formally evaluated on the contribution made toward meeting their goals and objectives and on the individual's personal and professional growth. The Superintendent shall evaluate all administrative personnel and 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 work year for administrators 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, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board in a timely manner.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

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LEGAL REF.: 105 ILCS 5/10-21.4a, 5/21-7.1, 5/24A-1, 5/24A-3 and 5/24A-4.
23 Ill. Admin. Code §1.310.

CROSS REF.: 3.60, 5.30, 5.250

Adopted: June 7, 1976
Reviewed: August 2006
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