

**GENERAL SCHOOL ADMINISTRATION
BOARD POLICY SECTION 300**

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GENERAL SCHOOL ADMINISTRATION

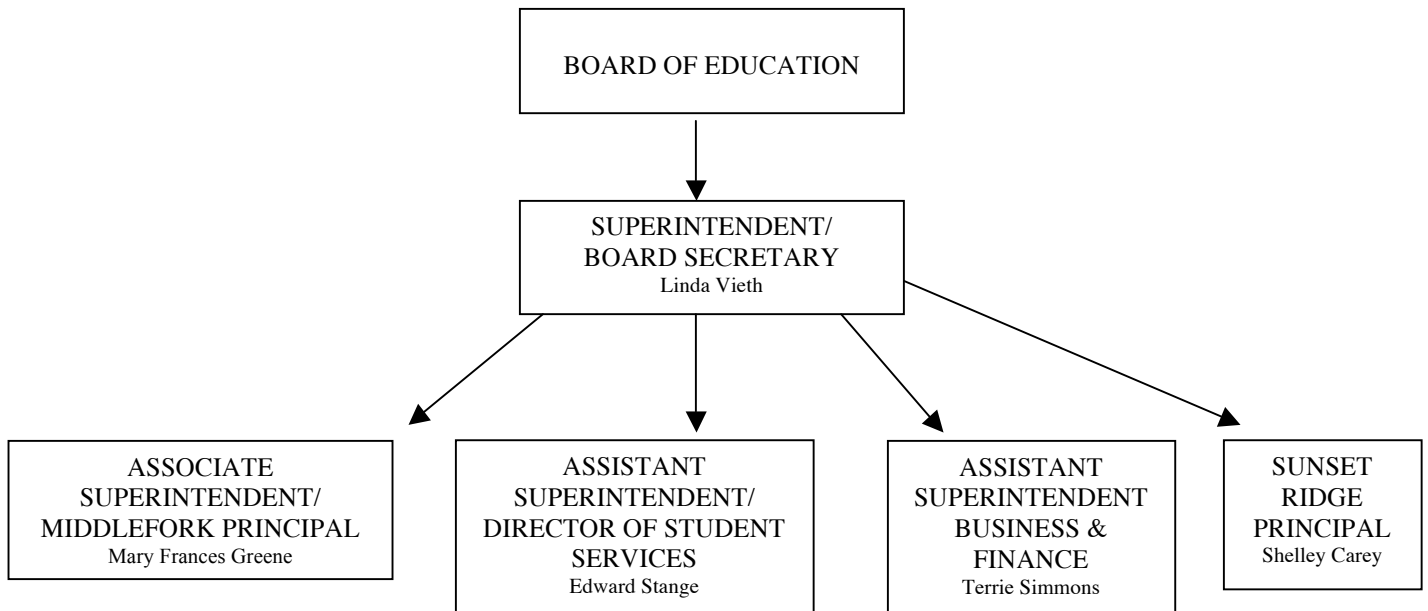
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GENERAL SCHOOL ADMINISTRATION

Purpose

The administration in collaboration with the faculty, School Board, and Community manage the School District and ensure quality educational program.

Organizational Chart District Administration



GENERAL SCHOOL ADMINISTRATION

Superintendent

The Superintendent shall be the facilitator of the District and shall report to the School Board.

The Superintendent's responsibilities shall include management of the District in accordance with the School Board policies and applicable law.

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 School Board policies or by vote of the Board. The delegation of power or duty, however, shall not relieve the Superintendent of his/her ultimate responsibility.

CROSS REF.: 250, 350.01

APPROVED: MAY 2007

GENERAL SCHOOL ADMINISTRATION

Superintendent Qualifications

In addition to complying with the legal requirements as specified in The School Code of Illinois, the School Board requires that the Superintendent shall have the character, integrity, experience and the skills necessary to work effectively with the School Board, District employees, students and community.

The Superintendent shall have a valid administrative certificate and superintendent's endorsement issued by the State Certification Board.

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UPDATED: JULY 2010

GENERAL SCHOOL ADMINISTRATION

Superintendent Recruitment and Appointment

When the office of the Superintendent becomes vacant, the School Board shall conduct a search to find the most capable person available for the position. Members of the staff who apply for the position will receive the same consideration as other candidates.

The School Board may utilize the services of an outside consultant in securing and evaluating candidates. Responsibility for the selection of the District Superintendent shall remain with the School Board.

The School Board shall provide the freedom of leadership appropriate to the responsibilities of the Superintendent through an explicit contractual agreement.

According to Illinois law, the Superintendent may be employed under a five-year contract, except if an individual is employed as a Superintendent for the first time in the State of Illinois, a two-year contract shall be awarded. The Superintendent may also be employed on a year-to-year basis. This last option will provide district-wide teaching tenure.

*See attached procedures for Emergency Succession Planning following Policy 355.

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APPROVED: MAY 2007

GENERAL SCHOOL ADMINISTRATION

Superintendent Evaluation

The School Board shall annually evaluate the performance of the Superintendent using standards and objectives developed by the Superintendent and Board, which are consistent with the District's philosophy and goal statements.

Guidelines:

1. The standards for Superintendent evaluation shall reflect mutually agreed upon goals and objectives for the School District, arrived at through a participative process with the School Board and Superintendent;
2. A specific time should be designated for a formal evaluation session with all School Board members present;
3. The evaluation of the Superintendent should include a discussion of strengths as well as weaknesses;
4. The evaluation of the Superintendent requires preparation to include self-examination by the Superintendent; collection and review of data by the School Board which relates to the Superintendent's performance;
5. The Superintendent's evaluation shall be supported by the School Board with as much data as possible; and
6. The Superintendent shall present evidence of professional growth through attendance at educational conferences, workshops, additional school and in-service training.

GENERAL SCHOOL ADMINISTRATION

Superintendent Consulting Activities

The School Board recognizes that benefits may accrue to the District through the participation of the Superintendent in educational activities outside the District.

When such activities require the Superintendent to be absent from the District for more than 2 (two) consecutive working days, the School Board President shall be informed in advance of the proposed absence.

Participation in activities of this nature which require the Superintendent to be absent from the District for more than 3 (three) working days or are of a continuing nature shall be subject to the advance approval of the School Board.

The Superintendent may accept a reasonable fee for preparation for consulting work done outside of the working day.

GENERAL SCHOOL ADMINISTRATION

Superintendent Compensation and Benefits

The School Board and the Superintendent shall enter into a contract which shall conform to the requirements of The School Code of Illinois and Board policies. This contract shall govern the employment relationship between the School Board and the Superintendent.

GENERAL SCHOOL ADMINISTRATION

Superintendent Expenses

The expenses for the Superintendent's attendance at appropriate professional meetings as well as expenses incurred shall be reimbursed by the District. The Superintendent shall keep an expense account and submit it to the School Board prior to reimbursement.

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GENERAL SCHOOL ADMINISTRATION

Superintendent Contract Non-Renewal

If the School Board elects not to reemploy the Superintendent, it shall so notify him/her in writing no later than April 1 of the final year of the contract, unless otherwise specified in the contract. The specific reason(s) for non-renewal of the contract shall be stated in writing. Within ten (10) days of the receipt of this notice, the Superintendent may request a closed hearing with the School Board.

If the School Board fails to act on a contract extension or non-renewal before April 1 of the final year of the contract, the contract will automatically be extended for 1 (one) year.

The Superintendent's contract may be discontinued at any time by mutual agreement of the contracting parties or by the School Board for just cause.

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UPDATED: JULY 2010

GENERAL SCHOOL ADMINISTRATION

Administrative Positions

All administrative and supervisory positions in the District shall be established initially by the School Board, by state law, or both.

The School Board intends to establish a sufficient number of such positions to promote the attainment of the District's goals.

The School Board shall approve the broad purpose and function of each position in conjunction with state laws and regulations and shall approve a statement of job requirements recommended by the Superintendent.

The School Board shall delegate to the Superintendent the task of writing a job description for each position. The Superintendent shall continuously maintain a comprehensive, coordinated set of job descriptions for all District administrative and supervisory positions so as to promote efficiency and economy in the District's operations.

GENERAL SCHOOL ADMINISTRATION

Recruitment and Hiring

The Superintendent shall nominate 1 (one) candidate to the School Board for each administrative and supervisory position vacancy. If the Board rejects the nominated candidate, the Superintendent shall nominate other candidates until a selection is made.

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UPDATED: JULY 2010

GENERAL SCHOOL ADMINISTRATION

Superintendent Evaluation

The Superintendent shall use performance - based criteria to evaluate the performance of all administrative personnel and make recommendations regarding their employment and compensation. He/she shall report these findings and recommendations to the School Board.

GENERAL SCHOOL ADMINISTRATION

Administrative Compensation

The compensation of administrative personnel shall be determined by the School Board. The School Board shall consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the School Board no later than the June School Board meeting.

The Superintendent's compensation will be determined prior to July 1 in accordance with the policy on evaluation of the Superintendent and his/her contract.

CROSS REF.: 315.05

UPDATED: JULY 2010

GENERAL SCHOOL ADMINISTRATION

Administrative Code of Ethics

To promote the highest ethical standards for the District, the School Board shall adopt a code of ethics for the Superintendent in his/her capacity as executive officer of the School District, educational leader of the community and liaison between school district personnel and the School Board. The Superintendent shall:

1. Observe the laws, rules and regulations of the State of Illinois which govern education;
2. Observe the District's policies, rules and regulations as adopted by the School Board;
3. Support and assist the School Board in their tasks of policy making, educational planning and goal attainment;
4. Provide the School Board with necessary and helpful facts, free from personal bias, which will facilitate the Board's role as decision maker;
5. Evaluate District goal achievement in a realistic and professional manner;
6. Maintain confidentiality of privileged information;
7. Develop a communication system which facilitates understanding between the School Board, the staff and the community;
8. Welcome and encourage community participation in District activities;
9. Recognize that personal values, strengths and goals must provide the motivation for effective school district management; and
10. Provide a leadership role-model.

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APPROVED: MAY 2007

GENERAL SCHOOL ADMINISTRATION

The Illinois Freedom of Information Act

The School Board authorizes the Superintendent to develop, maintain and implement administrative procedures which comply with The Illinois Freedom of Information Act.

The administrative procedures shall include specific details for the following:

1. the processing of requests for access to the District's public records;
2. the maintaining of a file of notices of denials which shall be indexed according to the type of exemption asserted and type of record requested;
3. the developing and maintaining of an index of current categories of School District records prepared or received after July 1, 1984; and
4. the segregating of the exempt from the nonexempt information.

GENERAL SCHOOL ADMINISTRATION

Policy Implementation

The Superintendent shall implement School Board policies and convey reactions of school personnel and the public to the School Board.

The administrative staff shall support the policies established by the School Board.

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APPROVED: MAY 2007

GENERAL SCHOOL ADMINISTRATION

Development of Administrative Rules

The School Board delegates to the Superintendent the function of specifying required rules and designing detailed regulations under which the schools shall operate.

These detailed arrangements shall constitute the administrative regulations governing the District.

GENERAL SCHOOL ADMINISTRATION

Administrative Succession of Authority

If the Superintendent, Building Principal or other administrator is temporarily absent, the succession of authority and responsibility of the respective office shall follow a succession plan.

If the Superintendent, Building Principal or other administrator is absent for an extraordinary length of time, the School Board President will call a School Board meeting for the purpose of appointing an interim administrator.

*See attached procedures.

GENERAL SCHOOL ADMINISTRATION

Administrative Responsibility of Building Principal

The administrative responsibilities of Building Principals shall be defined as outlined in individual job descriptions.

LEG. REF.: A

UPDATED: JULY 2010

GENERAL SCHOOL ADMINISTRATION

Acting Building Principal - Temporary Appointment

In the event that a Building Principal is absent due to an extended illness or leave of absence, an acting Building Principal may be appointed by the Superintendent, with School Board approval, to the position of acting Building Principal for a maximum period of sixty (60) school days.

The acting Building Principal shall be appropriately certificated with a general administration or supervision endorsement in accordance with The School Code of Illinois.

The acting Building Principal shall assume all administrative responsibilities for the assigned building in compliance with the District's policies, rules and regulations and as directed by the District's Superintendent.

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APPROVED: MAY 2007