

GENERAL SCHOOL ADMINISTRATION

Administrative Personnel Other Than the Superintendent

Duties and Authority

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

Qualifications

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

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the School Board.

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

Administrative Work Year

The work year for administrator's 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, and if specified in their employment agreement, the 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 School Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the School Board no later than the March School Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewable issues.

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

Tuition Reimbursement

The School Board believes that it is important for District administrators to maintain, develop and expand their professional skills. Consistent with this philosophy, the Board encourages its administrators to enroll in graduate classes in course areas which have application to the administrator's responsibilities to the District.

LEGAL REF: 105 ILCS 5/10-21.4a, 5/21-7.1, 5/24A-1, 5/24 A-3 & 5/24A-4
23 Ill. Admin. Code ' 1,310

CROSS REF: 3.60, 5.30, 5.250

ADOPTED: November 3, 1987
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