

## **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 School Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which 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 School Board, District employees, students, and the community. The Superintendent shall have a valid administrative certificate with the superintendent endorsement issued by the State Certification Board.

#### **Evaluation**

The School Board will evaluate, at least annually, the 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 School 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.

#### **Compensation and Benefits**

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

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-20.50, 5/10-21.4, 5/10-23.8, 5/21-7.1, 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), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

ADOPTED: November 6, 2001

AMENDED: November 3, 2010