

## **General School Administration**

### **Administrative Personnel Other than the Superintendent**

#### Duties and Authority

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

#### Qualifications

All administrative personnel shall have a valid administrative certificate and appropriate endorsements issued by the State Certification Board and such other qualifications as specified in the position's job descriptions.

#### 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 of Education. These recommendations should be presented to the Board of Education no later than the March Board of Education meeting.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training and through participation in the general development and improvement of the school program.

#### Administrative Work Year

The administrator's 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 approved by the Superintendent. All administrators shall be available for work when their services are necessary. Employees who accept administrative positions (Superintendent and Principals) shall devote full time to such positions and shall accept no other positions for compensation, except with the approval of the Superintendent, or in the case of the Superintendent, except with the approval of the Board of Education.

#### Compensation and Benefits

The Board of Education will consider the Superintendent's recommendations when setting compensation for individual administrators.

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

LEGAL REF: 105 ILCS 5/10-21.4a, 5/24A-1, 5/24A-3, 5/24A-4 and 5/24A-20.  
23 Ill. Admin. Code §§1.310 and 1.705.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 5:30 (Hiring  
Process and Criteria), 5:250 (Leaves of Absence)

ADOPTED: November 6, 2001

AMENDED: April 4, 2011