

## General School Administration

### Administrative Personnel Other ~~than~~ Than the Superintendent

#### Duties and Authority

~~The School Board establishes~~ District administrative and supervisory positions ~~are established by the Board of Education~~ in accordance with ~~the District's needs and~~ State law. ~~This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals.~~ The general duties and authority of each administrative or supervisory position are approved by the Board ~~of Education~~, upon the ~~Superintendent's~~ ~~Superintendent's~~ recommendation, and contained in the respective ~~position's~~ ~~position's~~ job description. ~~In the event of a conflict, State law and/or the administrator's employment agreement shall control.~~

#### Qualifications

All administrative personnel shall ~~have a valid administrative certificate~~ ~~be appropriately licensed~~ and ~~appropriate endorsements issued by the~~ ~~shall meet all applicable requirements contained in~~ State ~~Certification~~ ~~law and Illinois State~~ Board ~~and such other qualifications as specified in the position's job descriptions of Education rules.~~

#### Evaluation

~~The performance of all administrative personnel will be evaluated by the~~ Superintendent or designee; ~~the Superintendent~~ shall ~~evaluate all administrative personnel and~~ 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 ~~Illinois Administrators' Academy courses, or through participation in other means as approved by the~~ ~~general development and improvement of the school program~~ Superintendent.

#### Administrative Work Year

The ~~administrator's~~ work year ~~for administrators~~ shall be the same as the ~~District's~~ ~~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 ~~and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of~~ ~~Education~~ an individual employment contract, when in conflict with this policy, will control.

~~The Board~~ will consider the ~~Superintendent's~~ ~~Superintendent's~~ recommendations when setting compensation for individual administrators. ~~These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.~~

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-110-23.8a~~, ~~5/24A-310-23.8b~~, ~~5/24A-421B~~, and 5/24A-20.23 Ill.-Admin.-Code §§1.310, 1.705, and ~~1-705~~50.300; and Parts 25 and 29.

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