

**PARIS COOPERATIVE HIGH SCHOOL  
BOARD OF EDUCATION POLICY MANUAL  
TABLE OF CONTENTS  
SECTION 3 - GENERAL SCHOOL ADMINISTRATION**

3:10	Goals and Objectives
3:30	Chain of Command
3:40	Principal
3:50	Administrative Personnel Other Than the Principal
3:60	Administrative Responsibility of the Building Principal
3:70	Succession of Authority



## **General School Administration**

### **Goals and Objectives**

The Principal directs the administration in order to manage the Cooperative and to facilitate the implementation of a quality educational program. In alignment with Board policy 1:30, *Cooperative High School Philosophy*. Specific goals and objectives are to:

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy.
6. Manage the Cooperative's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the Cooperative's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the Cooperative's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-21.4 and 5/10-21.4a.

CROSS REF.: 1:30, 2:20, 2:130, 3:40, 3:50, 3:60, 6:10

ADOPTED: March 12, 2018

REVISED: September 9, 2019


## **General School Administration**

### **Chain of Command**

The Principal shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

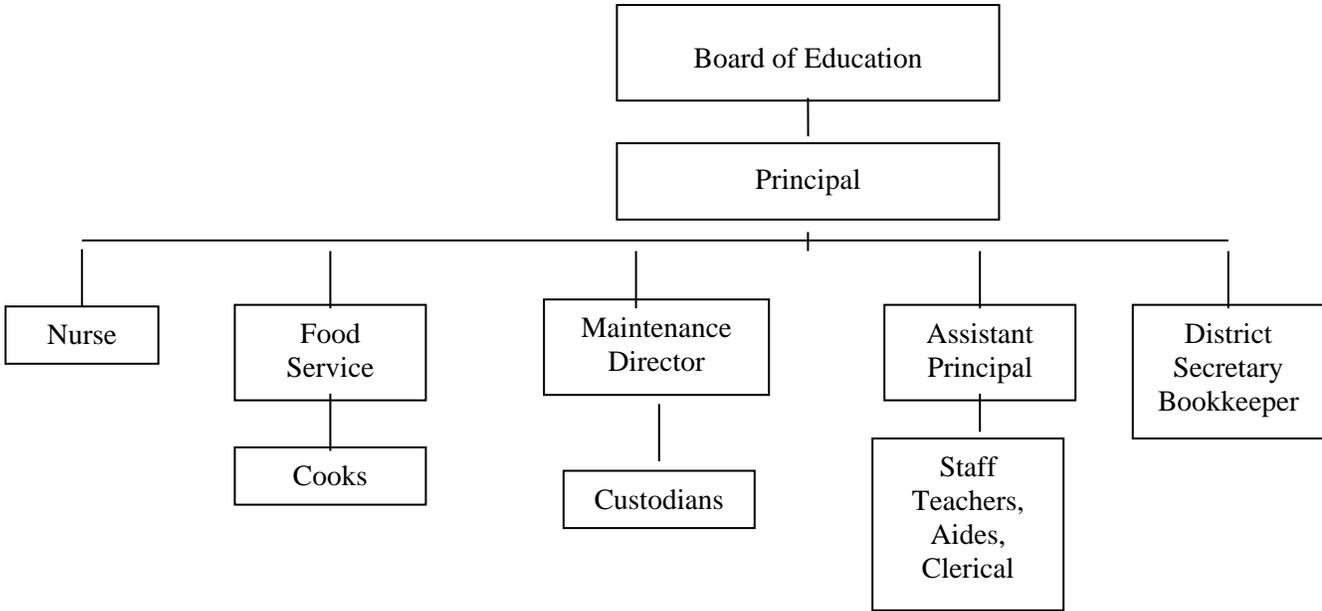
All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. Where this is not possible, the division of responsibility must be clear.

CROSS REF.: 1:20, 2:140, 3:70, 8:110

ADOPTED: March 12, 2018

## General School Administration

### Administrative Procedure - Organizational Chart for Administration



## **General School Administration**

### **Principal**

#### **Duties and Authority**

The Principal is the Cooperative's executive officer and is responsible for the administration and management of the cooperative school in accordance with School Board policies and directives, and State and federal law. Cooperative management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Principal is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Principal may delegate to other Cooperative staff members the exercise of any powers and the discharge of any duties imposed upon the Principal by School Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Principal of responsibility for the action that was delegated.

#### **Qualifications**

The Principal must be of good character and of unquestionable morals and integrity. The Principal shall have the experience and the skills necessary to work effectively with the School Board Cooperative employees, students, and the community. The Principal must have and maintain a Professional Educator License with a Principal endorsement issued by the Illinois State Educator Preparation and Licensure Board.

#### **Evaluation**

The School Board along with participating district superintendents will evaluate, at least annually, the Principal's performance and effectiveness, using standards and objectives developed by the Principal and Board that are consistent with the Board's policies and the Principal'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 Principal 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 Principal shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the School Board and the Principal. The terms of the Principal's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-23.8, 5/21 B-20, 5/21B-25, 5/24-11, and 5/24A-3.  
23 Ill. Admin. Code §§ 1.310, 1.705, and 29.130.

CROSS REF: 2:20, 2:130, 2:240, 3:10

ADOPTED: March 12, 2018

REVISED: January 14, 2019

	2

## **General School Administration**

### **Administrative Personnel Other Than the Principal**

#### Duties and Authority

The School Board establishes Cooperative administrative and supervisory positions in accordance with the Cooperative's needs and State law. This policy applies to all administrators other than the Principal, including without limitation, Assistant Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board of Education, upon the Principal's recommendation, and contained in the respective position's job description.

#### Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules and such other qualifications as specified in the position's job descriptions.

#### Evaluation

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

Administrators shall annually present evidence to the Principal 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 Principal.

#### Administrative Work Year

The administrator's work year shall be the same as the Cooperative'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 Principal. All administrators shall be available for work when their services are necessary.

#### 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 an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Principal's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the June Board of Education meeting.

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, 5/10-23.8a, 5/10-23.8b, 4 5/21B, and 5/24A.  
23 Ill. Admin. Code §§ 1.310, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF: 3:60, 5:30, 5:250

ADOPTED: March 12, 2018

REVISED: December, 2019

## **General School Administration**

### **Administrative Responsibility of the Building Principal**

#### Duties and Authority

The School Board employs the Building Principal as the chief administrator and instructional leader of the school, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Board may assign, that are consistent with the Building Principal's education and training.

Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

#### Evaluation Plan

The Superintendents of participating districts or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendents or designee along with Board members shall evaluate each Building Principal. The Building Principal shall evaluate the Assistant Principal. The Superintendent or designee may conduct additional evaluations.

#### Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Principal*.

LEGAL REF.: 10 ILCS 5/4-6.2.  
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.  
105 ILCS 127/  
23 Ill.Admin.Code Parts 35and 50, Subpart D.

CROSS REF.: 3:50, 5:250

ADOPTED: March 12, 2018

REVISED: September 9, 2019


## **General School Administration**

### **Succession of Authority**

If the Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Principal and submitted to the School Board.

CROSS REF.: 1:20, 3:30

ADOPTED: March 12, 2018

---

## **General School Administration**

### **Administrative Procedure - Succession Plan**

If the Building Principal is temporarily absent, the succession of authority and responsibility of the respective office shall be as below. If the first person on the succession list is unavailable, the second person shall be the responsible person and so on in order through the list. The designated individual shall communicate with the School Board President in cases of extreme importance and/or emergency.

#### **Building Principal**

1. \_\_\_\_\_ Building Principal – Lorraine Bailey/Carol Jones
2. \_\_\_\_\_ Mark Cox
3. \_\_\_\_\_ Andy Goodwin
4. \_\_\_\_\_ Creighton Tarr
5. \_\_\_\_\_ Jeff Barnes

#### **Assistant Building Principal**

1. \_\_\_\_\_ Assistant Building Principal – Mark Cox
2. \_\_\_\_\_ Andy Goodwin
3. \_\_\_\_\_ Creighton Tarr
4. \_\_\_\_\_ Jeff Barnes
5. \_\_\_\_\_ Staci Skelton