

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 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, including the special reporting responsibilities in policy 5.90, Abused and Neglected Child Reporting. 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 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 must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation Licensure Board.

Evaluation

The School Board will evaluate, at least annually, the Superintendent's performance and effectiveness using standards and objectives developed by the Superintendent and Board that are consistent with the State law, Board's policies and the Superintendent's employment agreement. 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 Board policy and State law. This employment agreement 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, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, 5/24A-3, 5 ILCS 120/7.3, Open Meetings Act, 23 Ill. Admin. Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the School Board; Indemnification), 2.130 (Board-Superintendent Relationship), 2.240 (Board Policy Development), 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4.175 (Convicted Child Sex Offender; Screening; Notifications), 5.30 (Hiring Process and Criteria), 5.90 (Abused and Neglected Child Reporting), 5.120 (Employee Ethics; Conduct; and Conflict of Interest), 5.150 (Personnel Records, 5.210 (Resignations), 5.290 (Employment Termination and Suspensions).

Adopted: November 19, 1996
Revised: January 22, 2007
Revised: 25 January 2010
Reviewed: 27 September 2010
Revised: 23 July 2012
Revised: 24 August 2015
Reviewed: 23 January 2017
Reviewed: 21 December 2020
Revised: 28 February 2022