

General School Administration

Administrative Personnel Other Than the Superintendent

Duties and Authority

District administrative and supervisory positions are established by the School Board, in accordance with 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 School Board, upon the Superintendent'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 description.

Evaluation

The performance of all administrative personnel will be evaluated by the Superintendent or a designee; the Superintendent shall make employment and salary recommendations to the School Board.

Administrators shall annually present evidence to the Superintendent of professional growth as outlined in the Administrative Evaluation Program.

Positions/Administrative Work Year

The positions listed below shall be considered as administrative positions indicating the respective work year.

Assistant Superintendent of Instruction & Personnel	12-month position
Director of Business Operations	12-month position
Principal	12-month position
Assistant Principal	10-month position
Director of Special Education	11-month position
Director of Athletics	11-month position
Director of Buildings & Grounds	12-month position

Vacations

Twelve month administrative personnel shall be granted three weeks vacation between July 1 and June 30 and the time shall not be cumulative. After 15 years of employment with the school district, an administrator shall be granted four weeks of vacation time.

Vacation time granted during one fiscal year may be taken during July of the following year. In such case arrangements must be made with the Superintendent in advance.

The vacation time granted in this policy is in addition to any time that an administrator may be able to secure during the regular school vacations prescribed in the school calendar.

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 School Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the School Board no later than the June School 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, 5/10-23.8a, 5/10-23.8b, 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 (Administrative Responsibility of the Building Principal), 5.30 (Hiring Process and Criteria), 5.250 (Leaves of Absence)

Adopted: November 19, 1996

Revised: 27 June 2011

Revised: 24 August 2015

Reviewed: 23 January 2017

