

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 of Education 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. 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 and Appointment

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 Board of Education, District employees, students, and the community. The Superintendent shall have a valid administrative certificate and Superintendent’s endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board of Education will evaluate, at least annually, the Superintendent’s performance and effectiveness, using standards and objectives developed by the Superintendent and Board which are consistent with the Board’s policies and the Superintendent’s contract. A specific time should be designated for a formal evaluation session with all 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 Board and the Superintendent shall enter into an employment agreement that conforms to this policy and state law. This contract shall govern the employment relationship between the 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, 5/10-23.8, 5/21B-20, 5/24-11, and 5/24A-3. 23 Ill. Admin. Code §§ 1.310 and 29.130.

CROSS REF.: 2.20, 2.130, 2.240, 3.10

Adopted: January 14, 1997
Revised: February 23, 2010
December 8, 2020