

General District Administration

Administrative Responsibility of the Building Principal and Supervisor

Duties and Authority

The Executive Board, upon the recommendation of the Superintendent, employs Building Principals and Supervisors as the chief administrators and instructional leaders of their assigned schools/programs and may employ Assistant Principals and Assistant Supervisors. The primary responsibility of a Building Principal and Supervisor is the improvement of instruction. Each Building Principal and Supervisor 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 Superintendent or designee may assign, that are consistent with the Building Principal's and Supervisor's education and training.

The Board and each Building Principal, Supervisor, Assistant Principal and Assistant Supervisor shall enter into an employment agreement that conforms to Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

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

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals, Supervisors, Assistant Principals and Assistant Supervisors that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal, Supervisor, Assistant Principal and Assistant Supervisor. 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 Superintendent*.

LEGAL REF: 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.
 10 ILCS 5/4-6.2, Election Code.
 105 ILCS 127/, School Reporting of Drug Violations Act.
 23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Code of Professional Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

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