

Assistant Superintendent for Staff Services

Duties and Authority

The Assistant Superintendent for Staff Services is responsible for leading the recruiting, managing, developing, and optimizing of human resources in the District in alignment with Board goals and priorities. The Assistant Superintendent for Staff Services ensures the District’s workforce provides services to schools and students at the highest levels of professional practice and leads the Superintendent's Cabinet in recommending a staffing plan for the District that will meet the needs of its students in an effective yet economical manner. The Assistant Superintendent for Student Services is also responsible for strategically developing innovative programming to help prepare the staff to respond to changes in society and in responding to the expectations of the community.

Administrative Relationship

The Assistant Superintendent for Staff Services is employed by the Board of Education and reports to the Superintendent of Schools.

Qualifications

The Assistant Superintendent for Staff Services must have a substantial academic and experiential background in the areas of school law, staff development, personnel administration, and leading large scale programs. The Assistant Superintendent for Staff Services must at minimum hold a master’s degree in Education and a valid Illinois Public Educator License with General Administrative Endorsement and Teacher Evaluator Designation.

Evaluation

The Superintendent shall annually evaluate the Assistant Superintendent for Staff Services and make employment and salary recommendations to the Board of Education.

Compensation and Benefits

The Board of Education and the Assistant Superintendent for Staff Services shall enter into an employment agreement that conforms to Board policy and State law. The Board will consider the Superintendent’s recommendations when setting compensation for the Assistant Superintendent for Staff Services. These recommendations will be presented to the Board no later than the June Board meeting.

Terms of Employment

The work year for the Assistant Superintendent for Staff Services shall be the same as the District’s fiscal year, July 1 through June 30. In addition to legal holidays, the Assistant Superintendent for Staff Services shall have vacation periods as approved by the Superintendent.

Adopted: 4/19/76
Revised: 2/22/10; 10/15/12; 07/18/16; 4/20/20 (effective 7/1/20)
Reviewed: 03/05/21; 9/14/22