

General District Administration

Administrative Personnel Other Than the Superintendent

Duties and Authority

District administrative positions are established by the Executive Board in accordance with District needs and 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 position is approved by the Executive Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

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.

Evaluation

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

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

Administrative Work Year

The administrators' work year shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, the administrators shall have vacation periods as stated in their employment contract(s). All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Executive 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 Executive Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the June Executive Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewable issues. All compensation and benefits shall be defined in the individual employment contracts or as established by Board policy.

LEGAL REF: 105 ILCS 5/10-21.4a, 5/24A-1, 5/24A-3, 5/24A-4 and 5/24A-20.
23 Ill.Admin.Code §§ 1.310 and 1.705.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 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; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: June 22, 2004

REVIEWED: January 23, 2020; February 24, 2022; January 26, 2023; January 25, 2024;
April 23, 2026

REVISED: January 25, 2007; October 27, 2011; October 22, 2015; February 24, 2022;
January 26, 2023