

WHITESIDE SCHOOL DISTRICT 115

POLICY MANUAL

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SECTION 3

GENERAL SCHOOL ADMINISTRATION

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General School Administration

3:010 Goals and Objectives

The administrative staff's primary functions are to manage the School District and to facilitate the implementation of a quality educational program. The administrative staff is responsible for:

1. effectively and efficiently managing the District's programs and buildings;
2. providing educational expertise;
3. developing and maintaining channels for communication between the school and community;
4. developing an administrative procedures manual implementing School Board policy;
5. planning, organizing, implementing, and evaluating educational programs; and
6. meeting or exceeding student performance and academic improvement goals established by the School Board.

LEGAL REF.: 105 ILCS 5/10-21.4 and 5/10-21.4a.
23 Ill. Admin. Code § 1.210.

CROSS REF.: 6:10 (Educational Philosophy and Objectives)

ADOPTED: September 18, 2003

General School Administration

3:030 Line and Staff Relations

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be by-passed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. Where this is not possible, the division of responsibility must be clear.

CROSS REF.: 2:140 (Communications to and from the Board), 8:110 (Public Complaints)

ADOPTED: September 18, 2003

General School Administration

3:035 Administrative Work Year

Specifically, each administrator's work year shall be as stated in the administrator's contract. In general, the work year shall be the fiscal year except for four (4) weeks of vacation in addition to legal school holidays and vacation periods.

ADOPTED: April 15, 1982

General School Administration

3:040 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 School Board policies and directives, and State and federal law. The Superintendent is authorized to develop administrative procedures to implement School Board policy.

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 School Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that 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 School Board, District employees, students, and the community. The Superintendent shall have a valid administrative certificate and superintendent's endorsement issued by the State Certification Board. When the office of the Superintendent becomes vacant, the School Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The School Board will evaluate, at least annually, the Superintendent's performance, using standards and objectives developed by the Superintendent and Board that are consistent with the District's mission and goal statements. A specific time should be designated for a formal evaluation session with all School 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, additional schooling, and in-service training.

Compensation and Benefits

The School Board and the Superintendent shall enter into a contract that conforms to this policy and State law. This contract shall govern the employment relationship between the School Board and the Superintendent.

LEGAL REF.: 105 ILCS 5/10-21.4, 5/10-23.8, 5/21-7.1, 5/24-11, 5/24-16, and 5/24A-3.
23 Ill. Admin. Code §§ 1.220, 1.310a, 1.320a, and 226.545.

CROSS REF: 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development)

ADOPTED: September 18, 2003

General School Administration

3:050 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 and regulations. 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 have a valid administrative certificate and appropriate endorsements issued by the State Certification Board and such other qualifications as specified in the position's job descriptions.

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 School Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training and through participation in the general development and improvement of the school program.

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 approved by the Superintendent. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

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 March School Board meeting.

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, 5/24A-1, 5/24A-3, and 5/24A-4.
23 Ill. Admin. Code § 1.310.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 5:30 (Hiring Process and Criteria), 5:250 (Leaves of Absence)

ADOPTED: September 18, 2003

General School Administration

3:060 Administrative Responsibility of the Building Principal

Building Principals are the chief administrators of their assigned schools. The primary responsibility of Building Principals is the development and improvement of instruction. A majority of the Principal's time shall be spent on curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. Building Principals are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, control of the students attending the school, management of the school's budget, communication between the school and the community, and reporting criminal offenses. Principals will be evaluated on their instructional leadership ability and their ability to maintain a positive education and learning environment.

The School Board and each Principal shall enter into a contract which conforms to Board policy and State law.

LEGAL REF.: 10 ILCS 5/4-6.2.
 105 ILCS 5/10-20.14, 5/10-21.4a.
 105 ILCS 127/1 et seq.
 23 Ill. Admin. Code §§ 1.320x, 1.230b, and 1.320c.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leave of
Absence)

ADOPTED: September 18, 2003

General School Administration

3:070 Succession of Authority

If the Superintendent, Building Principal, or other administrator is temporarily absent, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and approved by the School Board.

ADOPTED: September 18, 2003