

GENERAL SCHOOL ADMINISTRATION

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GENERAL SCHOOL ADMINISTRATION

Goals and Objectives

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

1. Effectively and efficiently manage the respective programs/buildings assigned to them.
2. Provide educational leadership to the staff and community.
3. Develop procedures and regulations which shall facilitate the implementation of the educational goals of the community.
4. Recognize that an efficient, economical and well-ordered school operation is not an end in itself, but a component of a good educational environment.

GENERAL SCHOOL ADMINISTRATION

Line and Staff Relations

The District organization chart indicates the channels of authority and communication. Good administrative practice requires that these channels should be respected, and that no level be by-passed except in unusual situations.

Decisions affecting a given administrative area should be made by the administrator in charge of the area.

All personnel should refer matters requiring administrative action to the responsible administrator. If necessary, he/she will refer the matter to the next higher authority. All personnel have the right to appeal an administrative decision to a higher administrative officer.

Wherever possible, each employee shall be made responsible to only one immediate superior; if this is not possible, he shall understand clearly to whom he is responsible to for which functions.

GENERAL SCHOOL ADMINISTRATION

Superintendent

Duties and Authority

The Superintendent shall be the chief executive officer of the District. He shall report and be accountable to the School Board.

The Superintendent's responsibilities shall include management of the District in accordance with the School Board policies. He shall also serve as liaison between the School Board and the community.

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 vote of the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated. He may delegate responsibility for the various segments of the educational program, but it is his ultimate responsibility to account for success or failure of all phases of the educational program.

In addition to his administrative duties, the Superintendent shall make recommendations to the School Board concerning the budget, building plans, location of sites, selection of teachers and other employees, selection of textbooks, instructional materials and courses of study. The Superintendent shall keep or cause to be kept the records and accounts as required by the School Board, and perform such other duties as the School Board may delegate to him.

The Superintendent, through his management team, shall be responsible for the following functions:

1. Directing the day to day operations of the District's schools, services and programs.
2. Conducting research and recommending plans for the short and long range goals, services and programs of the District.
3. Evaluating all the District's operations, programs, services, and personnel on a regular scheduled basis.

In addition the Superintendent shall notify the Board, State Board of Education and the affected Building Principal whenever any employee of the District or any other person who comes in frequent contact with children in the school has been named as a perpetrator in an indicated report of child abuse filed pursuant to the Abused and Neglected Child Reporting Act.

GENERAL SCHOOL ADMINISTRATION

Superintendent

Qualifications

In addition to complying with the legal requirements as specified in The School Code of Illinois, the School Board requires that the Superintendent be of good character and of unquestionable morals and integrity. He shall have the experience and the skills necessary to work effectively with the School Board, District employees, students and community persons.

The Superintendent shall have a valid administrative certificate and Superintendent's endorsement issued by the State Certification Board.

Recruitment and Appointment

When the office of the Superintendent becomes vacant, the School Board shall conduct a search to find the most qualified person for the position. The School Board may utilize the services of an outside consultant in securing candidates and in the initial screening. Responsibility for the selection of the District Superintendent shall remain with the School Board.

The School Board recognizes the dignity of the position of District Superintendent and shall provide the freedom of leadership appropriate to the responsibilities of the Superintendent through an explicit contractual agreement.

According to Illinois law, the Superintendent may be employed under a three-year contract, except if an individual is employed as a Superintendent for the first time in the State of Illinois, a two-year contract may be awarded. The Superintendent may also be employed on a year to year basis, however, this option will provide district-wide teaching tenure.

Evaluation

The Community High School Board of Education will yearly evaluate the performance of the Superintendent against standards agreed to by the Superintendent and the Board of Education.

As part of the evaluation process, the Superintendent will present a yearly self-assessment at the regular January Board meeting. At a Special Board Meeting each February, with all members present, each Board member will evaluate the Superintendent in each category and may express his/her rationale for each rating. The final Board evaluation will be a compilation of evaluation scores in each category and a consensus evaluation will be presented to the Superintendent by designated Board members no later than two weeks from the special meeting. The Superintendent has the right to respond to the evaluation in closed session at the regular March meeting. Written rebuttals can then be attached to the evaluation form.

GENERAL SCHOOL ADMINISTRATION

Superintendent

The primary purpose of the evaluation process is to effect improvement in administration leadership in the total school program. Following completion of the evaluation process, the Superintendent should submit, for Board approval and input, goals for the following school year, no later than the regular June Board meeting.

Consulting Activities

The Superintendent has a professional obligation to serve as a speaker, consultant, or resource person outside the District. Benefits may accrue to the District through such participation.

When a commitment of this nature will require the Superintendent to be absent from the District for more than one working day, the School Board President shall be informed in advance, whenever possible, of the proposed absence.

Professional and Civic Activities

The Superintendent is encouraged to participate in those activities which will maintain, improve or broaden the skills and/or perspective necessary to be effective in his position. Consequently, involvement with professional organizations is encouraged. Participation in workshops and other inservice activities is also encouraged.

Teaching at a university or college can be productive and stimulating to a Superintendent. If the Superintendent should desire to be involved in such activities, the Board should be so informed.

The expenses for the Superintendent's attendance at appropriate professional meetings at the local, state, and national level, as well as expenses incurred by him in his capacity as Chief Executive Officer of the District shall be incurred by the District as set by Board Policy and/or the Superintendent's contract.

Compensation and Benefits

The School Board and the Superintendent shall enter into a contract which shall conform to the requirements of The School Code of Illinois. This contract shall govern the employment relationship between the School Board and the Superintendent.

In addition to his contracted salary, the Superintendent shall receive such benefits as are mutually agreed upon and which are made a part of the contract. The Superintendent shall also be allowed such other privileges, leaves and fringe benefits as the Board of Education may decide and as are commonly extended to all other certified and/or administrative personnel.

GENERAL SCHOOL ADMINISTRATION

Superintendent

The School Board shall offer the Superintendent a contract in accordance with one of the two options set forth below.

| | <u>Multi-Year Contract</u> | <u>Single-Year Contract</u> |
|-----------------------------|---|---|
| Length and Term of Contract | 3 years (however, for the Superintendent for first time in Illinois, term must be 2 years). July 1 - June 30, unless contract specifically provides otherwise. | Single-year (law silent) |
| Renewal Options | Voluntary: Can be extended at the end of any contract year. Extensions must be for 3 year term. Involuntary: Failure to extend or give notice of intent not to extend by April 1 of final year of contract automatically extends contract for one year. | Involuntary: Failure to renew or give notice of intent not to renew by April 1 automatically extends contract for one year. |
| Termination | <ol style="list-style-type: none"> Can be terminated at any time by mutual consent of the parties. Give Notice of Intent Not to Extend on or before April 1 of final year of contract (unless contract specifically provides otherwise) stating specific reasons. Within 10 days of receipt of notice, Superintendent can request closed meeting hearing. | <ol style="list-style-type: none"> Can be terminated at any time by mutual consent of the parties. Give Notice of Intent Not to Extend on or before April 1 (unless contract specifically provides otherwise) stating specific reasons. Within 10 days of receipt of notice, Superintendent may request closed meeting hearing. |

GENERAL SCHOOL ADMINISTRATION

Superintendent

Multi-Year Contract

Single-Year Contract

- 3. Can be terminated for cause.

Additional Acceptance of multi-year contract waives rights set forth in Sections 24-11 to 24-16 of The School Code of Illinois.

Third consecutive contract gives tenure in District.

Contract Non-Renewal

If the School Board elects not to re-employ the Superintendent, it shall so notify him in writing not later than April 1 of the final year of the contract, unless otherwise specified in the contract. The specific reason(s) for non-renewal of the contract shall be stated in writing. Within ten (10) days of the receipt of this notice, the Superintendent may request a closed hearing with the School Board.

If the School Board fails to act on a contract extension or non-renewal before April 1 of final year of the contract, the contract will automatically be extended for one year.

The Superintendent’s contract may be discontinued at any time by mutual agreement of the contracting parties or as otherwise provided in the contract.

LEGAL REF.: Ill. Rev. Stat., Ch. 122, para. 21-7.1
Ill. Rev. Stat., Ch. 122, para. 10-21.4.
Ill. Rev. Stat., Ch. 122, para. 10-23.8.

CROSS REF.: 250; 251; 315.03; 315.08; 315.10; 315.11; 350.01

GENERAL SCHOOL ADMINISTRATION

Administrative Personnel

The Board shall furnish the Superintendent with the best professional people it is possible to secure to serve on the administrative staff. The Superintendent is expected to work through his administrative staff by proper delegation of authority to each according to the staff member's competence and assignment and by regular meetings where each administrative staff member has an opportunity to participate.

Positions

All administrative and supervisory positions in the school system shall be established initially by the School Board, by state law or both.

The School Board shall approve the broad purpose and function of each position in harmony with state laws and regulations and shall approve a statement of job requirements recommended by the Superintendent.

The School Board shall delegate to the Superintendent the task of writing a job description for the position. The Superintendent shall continuously maintain a comprehensive, coordinated set of job descriptions for all District staff positions so as to promote efficiency and economy in the District's operations.

Recruitment and Hiring

The Superintendent shall submit nominations to the Board for administrative and supervisory personnel appointments. While the Board may accept or reject nominations, election of a principal or supervisor shall be valid only if made on the nomination of the Superintendent. In the case of rejection, it is the duty of the Superintendent to make another nomination.

Job Descriptions

In order to promote the attainment of District goals, it is the intent of the Board to activate a sufficient number of administrative and supervisory positions as established by the Board or state law, or both, in the school system.

The Superintendent shall write, or cause to be written, a job description for each position. The job descriptions will be maintained continuously in order to promote efficiency and economy in staff operations.

GENERAL SCHOOL ADMINISTRATION

Administrative Personnel

Professional Development

It is expected that building level administrative and supervisory personnel will constantly enhance their knowledge and skills in instructional and supervisory leadership as well as those areas that both increase student learning and enhance the management and organizational efficiency and effectiveness of their respective tasks.

District level administrators are expected to increase their skills in the areas that would increase their effectiveness in their respective assignments.

Administrators shall present evidence from time to time of professional growth through attendance at educational conferences, additional schooling, inservice training and through participation in the general development and improvement of the school program.

Evaluation

The Superintendent shall evaluate the performance of all administrative personnel and make recommendations regarding their employment and salary. He shall report these findings and recommendations to the School Board.

Compensation

The compensation levels of the Superintendent's management team shall be determined by the School Board. The School Board shall consider the Superintendent's recommendations when setting compensation for individual administrators.

The Superintendent is responsible for developing an evaluation system for the District's administrators which utilizes a performance-based criteria to determine the value of each administrator in relation to his contribution toward the District's goals and objectives.

LEGAL REF.: Ill. Rev. Stat., Ch. 122, para. 10-21.4.

CROSS REF.: 320.01; 320.03; 320.05; 500.03

Revised 2/15/90

GENERAL SCHOOL ADMINISTRATION

Personnel Records

A personnel file shall be maintained in the Superintendent's office for every person employed by the District on a regular basis.

The file shall include the following:

1. Criminal background check (if employed on or after August 1, 1985)
2. Abused and Neglected Child Reporting Form (if employed on or after July 1, 1986)
3. Health reports
4. Service record (assignments, salary, etc.)
5. Transcripts of college credits and state certificate (certified personnel only)
6. Pertinent correspondence
7. Pre-employment recommendations
8. Supervisory evaluations signed by the evaluator and the employee
9. Other signed, written commendations/complaints, a copy of which has been furnished to the employee, along with the employee's response, if he/she so chooses.

All personnel records shall be confidential and shall not be made available for public use. An employee may review the material in his/her file with the exception of confidential letters of recommendation or credentials from placement agencies (when such credentials were sent to the District prior to the passage of the Family Educational Rights and Privacy Act of 1974 or unless the employee has waived the right to inspect such credentials). The employee may also give written consent to permit review of his/her file by a third party, except for the material previously noted. The right to access by the employee or his designee includes the right to make written objection to any information contained in the file, and such objection shall become a part of the personnel file.

The Superintendent shall have the overall responsibility for maintaining personnel files and for preserving their confidentiality. He may, however, designate others to assist him in carrying out this responsibility.

GENERAL SCHOOL ADMINISTRATION

Administrative Code of Conduct

The School Board, in an effort to operate the District under the highest ethical standards, adopts the following code of conduct for the Superintendent.

In his capacity as executive officer of the school district, educational leader of the community and liaison between school district personnel and the School Board, the Superintendent shall:

1. Observe the laws, rules and regulations of the State of Illinois which govern education.
2. Observe the District's policies, rules and regulations as adopted by the School Board.
3. Support and assist the School Board in their tasks of policy making, educational planning and goal evaluation.
4. Provide the School Board with necessary and helpful facts, free from personal bias, which will facilitate the Board's role as decision maker.
5. Evaluate District goal achievement in a realistic and professional manner.
6. Implement the management of the District to assure freedom from pressure groups.
7. Maintain confidentiality of privileged information.
8. Develop a communication system which facilitates understanding between the School Board, the staff, and the community.
9. Welcome and encourage the positive actions of community participation in District activities.
10. Recognize that personal values, strengths and goals must provide the motivation for effective school district management.
11. Provide a leadership role-model.
12. Strive to provide the best educational experiences and opportunities for all students.

GENERAL SCHOOL ADMINISTRATION**Administrative Work Year**

Management employees whose work year consists of ten (10) months shall not be eligible for vacation time.

Management employees whose work year consists of twelve (12) months shall be eligible for a range of ten (10) to thirty (30) days of vacation.

At the time of appointment, twelve month administrators shall start with a base of ten (10) vacation days per year. In the case of promotions from within the district, up to ten (10) additional vacation days will be awarded at the rate of one (1) day for each year of in-district experience. When hired from outside the district, new administrators may receive up to ten (10) additional vacation days at the discretion of the superintendent, depending on the person's previous experience. Additional days shall be earned at the rate of one (1) per year of service in the district, with total vacation not to exceed twenty (20) days per year until the twentieth year of service in the district, at which time twenty-five (25) days per year will be awarded. After thirty years of service, an employee will be entitled to thirty (30) days of vacation.

Vacation shall begin to accrue after the first two (2) months of employment at which time 1/10th of the yearly amount available shall accumulate per month. Vacation time earned must be used before September 1 of the year following accumulation. (Exceptions may be made with the superintendent's approval). Vacation time cannot be accumulated from year to year.

Administrators eligible for vacation are encouraged to take part of their vacation during the winter and spring breaks. During vacation periods, the building shall have proper administrative coverage.

In the case of a twelve-month administrator whose contract is terminated, unused vacation time not to exceed one year's earnings (maximum 30 days) may be paid to the employee.

CROSS REF.: 605

Revised: 7/19/95

GENERAL SCHOOL ADMINISTRATION

Administrative Procedures

The Superintendent shall develop appropriate administrative procedures to implement Board policies in the operation of the School District. These administrative procedures shall be submitted to the Board for its consideration for their approval as needed.

LEGAL REF.: Ill. Rev. Stat., Ch. 122, para. 10-21.4

GENERAL SCHOOL ADMINISTRATION

Freedom Of Information Act

The School Board authorizes the Superintendent to develop, maintain, and implement administrative procedures which comply with the Illinois Freedom of Information Act.

The administrative procedures shall include specific details for the following:

1. The processing of requests for access to the District's public records.
2. The maintaining of a file of notices of denials which shall be indexed according to the type of exemption asserted and type of record requested.
3. The developing and maintaining of an index of current categories of school district records prepared or received after July 1, 1984.
4. The segregating of the exempt from the nonexempt information.

LEGAL REF.: Ill. Rev. Stat., Ch. 116, para. 203 (g)
 Ill. Rev. Stat., Ch. 116, para. 209 (b)
 Ill. Rev. Stat., Ch. 116, para. 205
 Ill. Rev. Stat., Ch. 116, para. 208

CROSS REF.: 263; 288; 805.01

GENERAL SCHOOL ADMINISTRATION

Policy Implementation

The Superintendent has responsibility for carrying out the policies established by the Board. He will also convey reactions of school personnel and the public to the policies back to the Board.

The administrative staff of Community High School District 117 has responsibility for supporting the policies recommended by the Superintendent and established by the School Board.

LEGAL REF.: Ill. Rev. Stat., Ch. 122, para. 10-21.4.

GENERAL SCHOOL ADMINISTRATION

Development of Administrative Rules

The Superintendent shall design the detailed regulations under which the schools will be operated. Such procedures and regulations will implement the policies of the School Board.

In the development of administrative procedures, the Superintendent shall give consideration to the recommendations and reactions of those who will be affected. Rules may be reviewed by the School Board, disseminated to all persons affected by them and filed for public inspection in the District's administrative office.

LEGAL REF.: Ill. Rev. Stat., Ch. 122, para. 10-20.5.
 Ill. Rev. Stat., Ch. 122, para. 10-21.4.

GENERAL SCHOOL ADMINISTRATION

Administration in Policy Absence

In the absence of School Board policy, the Superintendent shall have the power to act. He shall promptly inform the School Board of his actions and recommend needed policy. His actions shall be reviewed by the School Board at its next meeting.

LEGAL REF.: Ill. Rev. Stat., Ch. 122, para. 10-21.4

CROSS REF.: 275.04

GENERAL SCHOOL ADMINISTRATION

Succession of Authority to the Superintendent

In the case of temporary absence or temporary incapacity of the Superintendent, the authority and responsibility of the office may be delegated by the Superintendent or the School Board.

Should circumstances require that the Superintendent be absent from the District for an extraordinary length of time and therefore be unable to perform administrative duties, the School Board President shall call a School Board meeting for the purpose of the School Board selecting an interim Superintendent.

GENERAL SCHOOL ADMINISTRATION

Administrative Responsibility of Building Principal

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principals shall perform all duties as described in The School Code as well as such other duties as specified in his or her employment agreement or as agreed upon by the Building Principal and Superintendent.

The Superintendent or designee shall develop and maintain a principal evaluation plan that complies with Section 24A-15 of The School Code. Using that plan, the Superintendent or designee shall evaluate each Building Principal. The plan shall provide that the evaluation of a Building Principal:

1. Be performed by the Superintendent or designee, or an individual appointed by the School Board who holds a registered Type 75 State administrative certificate;
2. Be in writing;
3. Take place by February 1 of each year for a Building Principal on a single-year contract and by February 1 of the final year of a contract for a Building Principal on a multi-year contract;
4. Include a description of the Building Principal's duties and responsibilities and the standards to which the Building Principal is expected to conform;
5. Consider the Building Principal's specific duties, responsibilities, management, and competence as a Building Principal;
6. Specify the Building Principal's strengths and weaknesses, with supporting reasons;
7. Align with the Illinois Professional Standards for School Leaders or research-based District standards;
8. Provide that one copy of the evaluation must be included in the Building Principal's personnel file and one copy of the evaluation must be given to the Building Principal.

The Superintendent or designee may conduct additional evaluations.

The School Board and each Building Principal 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 the evaluation plan or this policy, will control.

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.: 315.02

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