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ADMINISTRATION – GOALS & OBJECTIVES

3:10

3:10 The Superintendent directs the administration in the management of the School District and to facilitate the implementation of a quality educational program in alignment with School Board policy 1:30, School District Philosophy.

Specific goals and objectives are to:

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-21.4, and 5/10-21.4a.

Adopted: 3/6/17

*“The inclusion of legal references (LEGAL REF:) herein is published for informational purposes only and the citation is not to be considered controlling or as part of the adopted or revised Board Policy.”*

3:30 Chain of Command

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 bypassed 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. When this is not possible, the division of responsibility will be clearly communicated to the employee.

Succession of Authority

When the Superintendent has not provided a written plan that includes the designation of the person responsible for acting on behalf of the Superintendent in the event of his absence, the Assistant Superintendent for General Administration shall assume the duties of the Superintendent.

When the Superintendent and Assistant Superintendent for General Administration are absent or unable to act, the duties of the Superintendent shall be delegated to the Assistant Superintendent for Business, or in his absence, to the Assistant Superintendent for Instruction.

Adopted: 7/11/88  
Revised: 2/11/91  
Revised: 3/6/17

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

SUPERINTENDENT

3:40

3:40 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. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. 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 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

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 Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all 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, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11,  
and 5/24A-3.  
23 Ill.Admin.Code §§1.310, 1.705, and 29.130.

Adopted: 7/11/88  
Revised: 3/06/17

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3:45 From time to time, emergency situations may arise that call for immediate and decisive action by the Superintendent which, under normal situations, would clearly be beyond the scope of the Superintendent's duty and authority. It shall be the policy of the Board that the Superintendent shall act in emergency situations so as to preserve and protect the lives and property of students and staff personnel.

In those situations that arise within the schools, in which the Board has provided no guides for administrative action, the Superintendent will have power to act. However, such decisions shall be subject to review by action of the Board at its regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for a Board policy.

Adopted: 7/11/88

Revised: 3/6/17

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3:50 Duties and Authority

The School Board establishes District administrative and supervisory positions in accordance with the District's 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 or supervisory position are approved by the 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 Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the 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 work year for twelve-month administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. All ten-month administrators will work ten days in addition to the contractual work year for teaching staff. In addition to legal holidays, twelve-month 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 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 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 Board meeting.

LEGAL REF: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.23  
Ill.Admin.Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

Adopted: 3/6/17

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

RECRUITMENT—ADMINISTRATORS

3:55

3:55 Vacancies in administrative positions shall be filled by the most competent applicants available in accordance with all stipulations of equal employment opportunities and non-discrimination requirements.

When an administrative vacancy occurs, the vacancy shall be posted both within the District and outside the District to attract the most qualified applicants possible.

Adopted: 7/11/88

Revised: 3/6/17

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