

Section III – General School Administration

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GENERAL SCHOOL ADMINISTRATION

003.10 General Principles of Administration

The administration of the schools aims at better ensuring that students have the opportunity to learn. The efforts of the Board of Education and an administrative staff are aimed at facilitating the realization of this purpose.

The administration of the school system is to be governed by these basic principles:

1. Administrators and teachers in each school are responsible to the central office staff for implementing the best possible educational programs for their students under the guidelines established by the Board of Education and the central office administration.
2. The central office administrators are accountable to the board for ensuring that the school system is providing, for all students, an effective sequence of educational experiences.
3. Responsibility flows through the teachers, supervisors, principals, assistant superintendent, and the superintendent to the Board of Education.
4. All staff members are informed as to how the district administration is organized. They shall know to whom they are responsible for each particular function. The chain-of-command of administration shall be followed in all instances.

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03.11 Ethic of Administration

The Code of Ethics for the administration, which has been prepared by the American Association of School Administrators, (AASA) should serve as a guide for the professional conduct of all administrators in the district. The Code follows:

1. The professional school administrator constantly upholds the honor and dignity of his actions and relations with pupils, colleagues, school board members, and the public.
2. The professional school administrator obeys local, state, and national laws; holds himself/herself to high ethical and moral standards, and gives loyalty to his/her country and to the cause of democracy and liberty.
3. The professional school administrator accepts the responsibility throughout his/her career to master and to contribute to the growing body of specialized knowledge, concepts, and skills which characterize school administration as a profession.
4. The professional school administrator strives to provide the finest possible educational experiences and opportunities to all persons in the district.
5. The professional school administrator applying for a position, or entering into contractual agreements, seeks to preserve and enhance the prestige and status of his/her profession.
6. The professional school administrator carries out, in good faith, all policies duly adopted by the local board, the regulations of state authorities, and renders professional service to the best of his/her ability.
7. The professional school administrator honors the public trust of his/her position above any economic or social rewards.
8. The professional school administrator recognizes that the public schools are the public's business and seeks to keep each member of the board of education and the public fully and honestly informed about their schools.
9. The professional school administrator does not permit consideration of private gain or person economic interest to affect the discharge of his/her professional responsibilities.

GENERAL SCHOOL ADMINISTRATION

03.12 Professional Development of Administrators

Administrators of the district should make every effort to stay abreast of the most effective thinking and methods in education. Therefore, the following policies shall be in effect for Pikeland Community Unit District No. 10:

1. Administrators are encouraged to attend university summer sessions, Administrator Academy offerings, or workshops if their work schedules can be arranged to accommodate them through approval of the superintendent.
2. Principals and other administrators may be directed to attend conferences, workshops, institutes, and/or other activities which will directly benefit the district by improving or updating their operational skills. Expenses may be paid by the district on recommendation of the superintendent.
3. Principals and other administrators may attend national meetings of their respective organizations on a schedule approved by the superintendent of schools and in accordance with the money budgeted and approved by the Board of Education for that purpose.
4. Administrators may be required to attend periodic in-service workshops sponsored by the district to improve skills in personnel management, supervision and improvement of instruction, public relations, and other aspects of school organization or management.

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03.13 Administrative Regulations

The Board of Education authorizes the superintendent the function of formulating the administrative regulations designed for carrying out the policies, rules, and regulations of the board. These regulations shall constitute the basic procedural arrangements governing the schools.

The administrative regulations of the district are to be consistent with board policy and rules, and provisions of the law. The superintendent also may adopt regulations consistent with law as to those matters not addressed by board policy or rule. All employees are expected to know all such regulations of the superintendent as well as board policy and provisions of the law pertinent to their activities as employees of the district.

Administrative regulations are normally formulated using the administrative team concept under which the administration functions. This assures maximum contributions and input from all levels and areas of the school system in the drafting of such regulations. Advice, recommendations, and suggestions are to be sought from the staff, community, and students when possible or deemed advisable.

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03.14 Administrative Functions

Administrative and supervisory personnel shall function in accordance with the administrative organizational procedures established by the superintendent and approved by the board. The superintendent shall have the authority to make adjustments in the responsibilities of administrative and supervisory personnel in accordance with the district's needs.

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03.30 Line and Staff Relations

Except as otherwise provided by law, rule, regulation, or Board Policy, the Superintendent may delegate the responsibility for the performance of any task to any District employee. The performance of such work shall be deemed the same as if done by the Superintendent.

All reports and recommendations requested by and submitted to the Board from any employee under the direction and supervision of the Superintendent shall be made through the Office of the Superintendent except when specifically directed by the Board. Information desired by any Board member should be sent through the Office of the Superintendent.

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.

General School Administration

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. 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.

CROSS REF: 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

GENERAL SCHOOL ADMINISTRATION

03.41 Duties of the Superintendent of Schools

The superintendent of schools shall serve as the chief executive officer for the Board of Education in the operation and conduct of the schools and of all other agencies and activities under the control of the board. The superintendent shall be vested with the necessary powers and complete administrative authority of the school system in order to discharge these duties in an appropriately effective fashion. In this capacity, the superintendent is directly responsible to the Board of Education in the performance of such duties.

The chief responsibilities of the superintendent shall include, but not be limited to, the following, it being intended that the superintendent's authority also includes responsibilities arising from the district's customs and procedures:

The superintendent shall:

1. Attend all meetings of the board, shall be ex-officio member of all committees and shall attend all meetings of the same, except when his/her own appointment, efficiency, contract, or salary are being discussed.
2. Advise the Board of Education on recommendations for the educational advancement and/or improvement of the schools. He/she shall have responsibility for the formulation of school rules, regulations, plans, and programs; and otherwise prepare, or cause to be prepared, facts and explanations to assist the Board in its duty of legislating for the schools.
3. Be responsible for the administrative organizational plan for the school district and for directing the efforts of the total administrative and supervisory staff; assign and determine the duties and responsibilities of all such staff members in the administration of the school district.
4. Prepare or direct the preparation of the annual budget for adoption by the Board of Education and administer the budget as enacted or approved by the board, acting at all times in accordance with the legal requirements and the adopted policies of the Board of Education.
5. Maintain, or cause to be maintained, such personnel records, student accounting records, business records, and other records which the superintendent, with the approval of the Board of Education, shall consider necessary.
6. Recommend, or cause to be recommended, the appointment, election, or employment of all employees of the Board of Education, and assign, transfer, and/or recommend for dismissal any and all employees of the Board of Education except the officers of the Board of Education. No employee shall be selected except after receiving the nomination and/or recommendation of the superintendent. Likewise no employees shall be dismissed except after receiving the recommendation and/or approval of the superintendent.

7. He/she shall present annually, or at the request of the board, reports covering various phases of the work of the school district, including recommendations relating to the needs of the district.
8. Be finally responsible for the development and effective operation of such curriculum, special programs, courses, activities, and services as will provide a complete and adequate system of instructional and physical care for all students who attend the schools; keep this program abreast of the needs of the community and in accord with the best current developments in education.
9. Recommend the alternation or establishment of attendance boundaries for schools in the interest of good administration of the instructional program and supervise the special transfer of students when individual conditions warrant such action.
10. Represent the schools before the public and maintain through co-operative leadership, both within and outside the school system, a program of publicity and public relations that will keep the public informed as to the activities, needs, and successes of the schools, in a manner that will foster support.
11. Have the power to authorize others to suspend, or cause to be suspended, any student from the schools whenever the best interests of the school, in the judgment of the superintendent, demand such action. This shall be in accordance with requirements of the Illinois School Code.
12. Have the authority to delegate to other employees of the school system, such responsibilities and authority delegated to the superintendent as deemed desirable, but the superintendent shall be held responsible by the Board of Education.
13. The Board of Education has final approval and responsibility for the employment, appointment, assignment, or transfer of all non-certified personnel, upon the recommendation of the administration.
14. Have the power, in all matters not covered by the Board of Education policies, to act on his/her own discretion, if action is necessary and report such action to the Board of Education for its information, approval, or action.
15. A copy of all rules, regulations, or directive promulgated by the superintendent or any other administrative officer shall be kept on file in the superintendent's office for reference and for the information of the Board of Education.
16. Have authority to form or to authorize the formation of advisory councils or committees to aid in the development of policies and/or plans for carrying on the work of the school district provided that the duties of such committees and councils shall be advisory only.
17. Be responsible for the development, maintenance, and operation of a suitable program of in-service training in all divisions and departments of the school system.
18. Insure the maintenance of a program of continuous study and long-range planning in relation to the needs and problems of the school district with reference to physical facilities, educational program, and recommended procedures for dealing effectively with these needs.

19. Prepare the school calendar for the coming school year and submit such calendar for board of education approval no later than the regular May meeting each year.
20. Determine the needs for transportation of students, recommend appropriate facilities and equipment, and see that this service is provided in accordance with the law in a manner which reasonably insures the safety and welfare of the students transported.
21. See that all constitutional or statutory laws, Illinois Office of Education regulations, and local Board of Education regulations are effectively and efficiently carried out.
22. Accept resignations on behalf of the Board of Education.
23. Perform all other duties which are necessary to the office or which are fixed by the Board of Education.

General School Administration

Administrative Personnel Other Than the Superintendent

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 administrators 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, 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 March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

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, 5/10-23.8a, 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.

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

GENERAL SCHOOL ADMINISTRATION

03.51 Duties of Assistant Superintendent

The assistant superintendent is in charge of instruction, curriculum professional staff evaluation, externally funded programs and projects, and any additional duties as may be determined by the superintendent and/or the Board of Education. He/she is responsible to the superintendent and is delegated the responsibility for developing, implementing, directing, supervising, and evaluating the total educational program from pre-school through grade twelve and for the coordination of such programs and projects.

Duties and responsibilities of the assistant superintendent, consistent with the directives of the Board and superintendent, shall include but not necessarily be limited to the following:

1. Attend all public meetings of the Board of Education and appropriate committee meetings of the board, except when his/her own election, efficiency, or renumeration is being considered.
2. Supervise, direct, lead and support the principals and other instructional staff in developing curriculum, including the fields of art, music, physical education, athletics, special education, extra-curricular programs, and all special instructional projects.
3. Recommend the effective use of facilities, equipment, and materials for instructional purposes.
4. Supervise the development of the annual school budget.
5. Be responsible for the dissemination of news material to the public concerning education programs and instructional methods.
6. Assume responsibility for identifying the in-service needs of instructional personnel.
7. Assist the principals and the instructional staff in determining the instructional needs for educational areas, schools, and classrooms.
8. Direct the program of professional staff evaluation and growth.
9. Direct the program of educational evaluation, testing, and student progress-reporting.
10. Be responsible for the articulation and transition between all levels of education and for the development of the plans, guides, and materials necessary to assure the most successful school performance.
11. Work toward adequate and satisfactory integration of special education and other remedial students into regular classes whenever practical.
12. Conduct continuous studies relating to the growth and development of a sound education program for all students.
13. Be responsible for interpreting the total educational program to the Board of Education and the public.
14. Supervise, lead and support the principals and instructional staff in the pursuit of their educational goals.

15. Supervise the directions and implementations of Title I, Title II and all other special instructional projects for the total school district, including the responsibility for developing the programs in consultation with the total staff, and for all necessary reports to the required agencies and the Board of Education.
16. Represent the school district at state, regional, and national meetings, determined to be vital to the improvement of the instructional program.
17. Work with principals and other school personnel in establishing daily time schedules and time allotments.
18. Recommend, to the superintendent, the textbooks, and courses of study needed by the various departmental and divisional levels.
19. Keep informed about the provisions of all laws, policies, regulations and criteria required for approval by accrediting agencies as these relate to the educational programs.
20. Offer leadership and direction in developing and implementing research studies or surveys that will enable the superintendent to make appropriate recommendations to the Board of Education in formulating policies.
21. Assist the superintendent in making recommendations to the board in formulating educational policies for the instruction of the students in the community and the operation of the total educational program of the schools.
22. Be responsible for the development of projects, for submission to state and federal agencies, that relate to the improvement of instruction.
23. Assist the superintendent in identifying and interviewing applicants for teaching positions.
24. Make recommendations to the superintendent regarding promotion, retention, transfer, or dismissal of teacher throughout the district – this of course, is consultation with building principals.
25. Assist principals in seeking methods to improve the effectiveness of the evaluation of professional services of the people within the school district organization.
26. Assist the superintendent in evaluating the effectiveness of the professional leadership of principals.
27. Help to determine when it is advisable or appropriate to solicit consultant services from external sources.
28. Be responsible for the performance of any additional duties that may be a designated or delegated by the Board of Education upon the recommendation and/or approval of the superintendent.

General School Administration

Administrative Responsibility of the Building Principal

Duties and Authority

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.
105 ILCS 127/.
23 Ill.Admin.Code Parts 35 and 50, Subpart D.

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

GENERAL SCHOOL ADMINISTRATION

03.70 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.