

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 Board of Education policies and directives, and State and federal law. The Superintendent is authorized to develop rules and procedures to implement Board of Education policy.

Duties of the Superintendent shall include, but not be limited to the following:

1. Be responsible for the coordination and leadership of the administrative functions of the District;
2. Be responsible for administrator evaluation and development, inservice activities, workshops, seminars, and orientation;
3. Generally supervise all aspects of the instructional program;
4. Direct the formulation and the revision of salary and other welfare policies of school employees and make recommendations to the School Board;
5. Provide an appraisal of all Board policies at least once every five years;
6. Recommend employees for appointment, demotion, transfer, or dismissal in accordance with the policies of the Board, the laws on the State of Illinois, and the negotiated agreement between the Board and its recognized bargaining units;
7. Prepare and submit the curriculum to the Board for approval;
8. Select and recommend for Board adoption courses of study, textbooks, and educational services, with the cooperation of other officers of instruction and such special committees of teachers, building principals, supervisors, and representatives from student and community groups which may have been appointed;
9. Have overall responsibility for the maintenance of the physical plant and make recommendations to the Board concerning changes and/or additions to such facilities; notify the Board of any legal requirements pertaining to such facilities which require action; and have overall responsibility for the supervision of any alterations, additions, or new building programs, advising the Board continually of the costs and progress of such work;

10. Represent the schools before the public and maintain through cooperative leadership, both within and outside the school, a program of publicity and public contacts to improve the understanding and morale within the schools and keep the public informed as to the activities, needs and successes of the schools, and;
11. Generally oversee all aspects of the budget, its development, and implementation.
12. Perform such other duties as the Board may determine.

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 of Education policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which 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 Board of Education, 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 Board of Education will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will receive the same consideration as other candidates.

Evaluation

The Board of Education will evaluate, at least annually, the performance of the Superintendent, using standards and objectives developed by the Superintendent and Board which are consistent with the District's mission and goal statements. A specific time should be designated for a formal evaluation session with all Board of Education members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

Compensation and Benefits

The Board of Education and the Superintendent shall enter into a contract which conforms to this policy and State law. This contract shall govern the employment relationship between the Board of Education 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
[Ill. Rev. Stat., ch. 122, ¶¶ 10-21.4, 10-23.8, 21-7.1, 24-11, 24-16, and 24A-3].
23 Ill. Admin. Code §§ 1.220, 1.310a, 1.320a, and 226.545.

CROSS REF: 2.130, 2.240

Adopted: October 11, 1995

Revised: November 1996