

## **General School Administration**

### **Administrative Personnel Other Than the Superintendent**

#### Duties and Authority

District administrative and supervisory positions are established by the Board of Education, in accordance with State law and regulations. The general duties and authority of each administrative or supervisory position are approved by the Board of Education, 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 annually by the Superintendent or a designee; the Superintendent shall make employment and salary recommendations to the Board of Education.

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

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, Compensation and Benefits

Please refer to the Board approved "Administrators' Benefits Guidebook".

LEGAL REF: 105 ILCS 5/24A-1, 5/24A-3 and 5/24A-4 [Ill. Rev. Stat., ch. 122, ¶¶ 24A-1, 24A-3 and 24A-4].

23 Ill. Admin. Code § 1.310.

CROSS REF: 3.60, 5.30, 5.250

Adopted: October 11, 1995