

**General School Administration**

**Administrative Personnel Other Than the Superintendent**

Duties and Authority

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

Administrator 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

The administrator's work year shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The School Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the School Board no later than the March School Board meeting.

LEGAL REF.: 105 ILCS 5/10-21.4a, 5/24A-1, 5/24A-3, and 5/24A-4.  
23 Ill. Admin. Code sec. 1.310.

CROSS REF.: 3:60, 5:30, 5:250

ADOPTED: December 16, 1996