

**NORTH SHORE SCHOOL DISTRICT 112
BOARD OF EDUCATION POLICY MANUAL
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* A policy on this subject is required by law.

GENERAL SCHOOL ADMINISTRATION**Goals and Objectives**

The Superintendent directs the administration in order to manage the District and to facilitate the implementation of a quality educational program in alignment with 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 schools, school district 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

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education), 2:130 (Board Superintendent Relationship), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent) 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Strategic Plan Goals)

ADOPTED: August 21, 2001

REVISED: April 17, 2007, November 15, 2011

GENERAL SCHOOL ADMINISTRATION

Superintendent

Duties and Authority

The Superintendent shall be 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. 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 of Education 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 of Education, District employees, students and the community. The Superintendent shall have a valid administrative certificate and superintendent's endorsement issued by the State Educator Preparation and Licensure Board.

Evaluation

The Board of Education 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 agreement. 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.

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 of Education 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 of Education 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, 5/21-7.1, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
23 Ill. Admin. Code § 1.310 and 29.130

CROSS REF: 2:20 Powers and Duties of the Board of Education, 2:130 Board Superintendent Relationships, 2:240 Board Policy Development, 3:10 Goals and Objectives

ADOPTED: August 21, 2001, August 21, 2012

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. 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 Superintendent will evaluate the performance of all administrative personnel; the Superintendent shall make employment and salary recommendations to the Board of Education.

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

The administrators' work year 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, the administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-21.4, 5/10-23.8, 5/21-7.1, 5/24-11, and 5/24A-3.
23 Ill. Admin. Code § 1.310

CROSS REF: 3:60 Administrative Responsibility of Building Principal, 5:30 Hiring
Process and Criteria, 5:240 Leaves of Absence

ADOPTED: August 21, 2001

REVISED: August 16, 2011

GENERAL SCHOOL ADMINISTRATIONAdministrative Responsibility of the Building Principal

The Board of Education, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools. The primary responsibility of a Building Principal is improvement of instruction. Each Building Principal shall perform all duties as described in *The School Code* as well as such other duties as specified in his or her employment agreement as the Superintendent may assign, that are consistent with the Building Principal's education and training.

The Superintendent or designee shall develop and maintain a principal evaluation plan that complies with Section 24A-15 of *The School Code*. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Associate Principal. The Superintendent or designee may conduct additional evaluations.

The Board of Education and each Building Principal and Associate Principal shall enter into an employment agreement that conforms to Board policy and State law. The terms of an individual employment contract will not conflict with Board of Education policy.

LEGAL REF.: 10 ILCS 5/4-6.2.

105 ILCS 5/5/10-20.14, 5/10-21.4a. and 5/24A-15.

105 ILCS 127/1 et. seq.

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

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