

SECTION 3: GENERAL SCHOOL ADMINISTRATION

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ADMINISTRATION GOALS

The purpose of school administration is to help create and foster an environment in which students can learn most effectively. All administrative duties and functions will be appraised in terms of the contributions that they make to better instruction and to higher student motivation and achievement.

The design of the administrative organization will be such that all schools are part of a single district, subject to the policies set forth by the Board of Education and implemented through a single chief administrator, the Chief Executive Officer/Superintendent/designee. Within district policies and regulations, principals will be responsible and accountable for the administration of their schools.

Major goals of administration in the District will be:

1. To manage the District's various units and programs effectively and efficiently.
2. To provide professional advice and counsel to the Board and to any advisory groups established by Board action or policy.

APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent policies, regulations, school rules and procedures are communicated to all staff members and students affected by them, District administrators and principals are required to provide access to administrative handbooks to staff members and students.

It is essential that the contents of all handbooks and directives conform with district-wide policies and procedures; it is also important that all handbooks bearing the name of the District or one of its schools be of a quality that reflects the District.

All handbooks and directives published are to be made available to the Board of Education, Chief Executive Officer/Superintendent and Assistant Superintendents for informational purposes.

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

In the event the Chief Executive Officer/Superintendent is to be absent, he/she will, prior to his/her absence, designate an Assistant Superintendent, or if no Assistant Superintendent is available, another administrator, to serve as acting Chief Executive Officer/Superintendent in his/her absence.

In the event that the Chief Executive Officer/Superintendent is disabled or otherwise unavailable to serve, the Board of Education will assign the Chief Executive Officer/Superintendent's duties as it deems appropriate on a temporary basis.

CHIEF EXECUTIVE OFFICER/SUPERINTENDENT

The Board of Education shall appoint a Chief Executive Officer/Superintendent to serve as executive officer and professional advisor to the Board of Education. He/she shall be responsible for the administration of the school district and will fulfill this responsibility in accordance with the Illinois School Code and policies adopted by the Board of Education.

The School Board will evaluate the Chief Executive Officer/Superintendent's performance and effectiveness according to the terms contained in the Chief Executive Officer/Superintendent's employment agreement.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-21.4, -23.8
105 ILCS 5/24A-1, 5/24A-4

1986/1987/1989/1997/2001/2008/2018
Amended: 11/05/2018

SUPERVISION OF CERTIFICATED STAFF

Building administrators will be responsible for the supervision of all certificated employees during the period of time they are assigned to the building. Certificated employees, when not assigned to an attendance center, will be responsible to their immediate supervisor.

ADMINISTRATIVE INTERN PROGRAM

Internship positions carrying administrative responsibilities may be created by the Board of Education upon recommendation of the Chief Executive Officer/Superintendent/designee for certificated staff and other persons who have had at least three years of satisfactory teaching and/or administrative experience. The title of such positions will be "administrative intern".

Administrative interns may be employed in administrative positions for a period not to exceed two years. They will be encouraged to pursue graduate or other studies leading to full certification in administration.

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STATE AND FEDERAL PROGRAMS ADMINISTRATION

The School District operates specially funded programs which must be administered in accordance with particular federal and/or state laws and conditions of the grants.

The Board of Education, through its approval of such programs and acceptance of funds, is ultimately responsible even though many of the regulations which govern them are established by another agency.

The administrator responsible for the federal and state programs is charged with the responsibility for coordinating the funded projects, for administration of the grants, and for ensuring that the various departments which operate these programs do so within the guidelines pertaining to the particular program.

COMPARABILITY OF SERVICES - TITLE I PROGRAMS

Title I funds will be used only to augment, not to supplant, State and local funds. The Superintendent/designee shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance.

DATA MANAGEMENT

The Chief Executive Officer/Superintendent/designee will have the responsibility of establishing and maintaining a data collection, analysis, retrieval and dissemination system which will generate accurate statistical data and other information as may be desired or needed by local, state or federal authorities.

Accurate and timely reports shall be disseminated to the staff to achieve more efficient management of resources and a better educational program for all students. Staff use of information shall be for professional purposes and toward the improvement of the educational program. Additional reports shall be disseminated to the community and others as required by law and according to the Board of Education policies.

REPRODUCTION OF COPYRIGHTED MATERIALS

It is the intent of the Board of Education to delineate, enforce, and abide by the provisions of current copyright laws as they affect the District and its employees.

Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received.

The Chief Executive Officer/Superintendent/designee shall distribute procedures for the fair use of copyrighted materials. A summary of these procedures shall be made available to all district administrators, who will also share with appropriate staff.

The Board of Education does not sanction illegal duplication in any form. Employees who willfully disregard the district's copyright position are in violation of Board policy; they do so at their own risk and assume all responsibility and liability.

LEGAL REF.: 17 USC § 101 et seq.

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