

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 School Board policies and directives, and State and federal law. The Superintendent is authorized to develop administrative procedures to implement School Board policy.

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 School 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 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 School Board, 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 School Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The School Board will evaluate, at least annually, the Superintendent's performance, using standards and objectives developed by the Superintendent and Board that are consistent with the District's mission and goal statements. A specific time should be designated for a formal evaluation session with all School Board 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, additional schooling, and in-service training.

Compensation and Benefits

The School Board and the Superintendent shall enter into a contract that conforms to this policy and State law. This contract shall govern the employment relationship between the School Board 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.
23 Ill. Admin. Code §§ 1.220, 1.310a, 1.320a, and 226.545.

CROSS REF: 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development)

ADOPTED: June 21, 2004