

Administrative Personnel Other Than the Superintendent

Duties and Authority

The Board establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, other District-wide and Building level administrators. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

Administrative Work Year

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

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board in a timely manner.

LEGAL REF.: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.
23 Ill. Admin. Code §§1.310, 1.750, and 50.300; and Parts 25 and 29.

CROSS REF.: 3.60 (Administrative Responsibilities of the Building Principals), 4.165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4.175 (Convicted Child Sex Offender; Screening; Notifications), 5.30 (Hiring Process and Criteria), 5.90 (Abused and Neglected Child Reporting), 5.120

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Reviewed: March 2026
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(Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5.150
(Personnel Records), 5.210 (Resignations), 5.250 (Leaves of Absence), 5.290
(Employment Termination and Suspensions)