

## *Document Status: Draft Update*

### **GENERAL SCHOOL ADMINISTRATION**

#### **3:40 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 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 policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of powers and the discharge of 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.

- A. Serve as Chief Executive Officer for the Board of Education and as such, be responsible to the Board.
- B. Keep the Board informed of all matters pertaining to the welfare of the schools.
- C. Offer professional advice to the Board on items requiring Board action with appropriate recommendations based on thorough study and analysis.
- D. Interpret and implement all Board policies and all State laws relevant to education.
- E. Participate in all meetings of the Board of Education except those in which the Superintendent's, or designee's, position or salary is under consideration.
- F. Provide recommendations to the Board for development and evaluation of new policy, procedure rules, and regulations.
- G. Serve as liaison between the Board and the school staff, transmitting all communications from the Board to the staff, and all communications from the staff to the Board.
- H. Act according to his/her best judgement, in the absence of Board policy, on matters which require prompt action. In matters of emergency, the Superintendent, or designee, shall assume any authority or perform any duty which any particular unforeseen and suddenly arising situation may demand, subject to later consideration and action by the Board.
- I. Carry out other responsibilities as directed by the Board of Education.

## 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, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

## Evaluation

The Board 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 contract. A specific time should be designated for a formal evaluation session with all 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, in-service training, or similar continuing education pursuits.

## Compensation and Benefits

The Board 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 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](#), [5/21B-20](#), [5/21B-25](#), [5/24-11](#), and [5/24A-3](#).

23 Ill.Admin.Code §§1.310, 1.705, and ~~29.130~~.[25.355](#).<sup>PRESSPlus1</sup>

CROSS REF: 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

## **PRESSPlus Comments**

[PRESSPlus 1](#). The Legal References are updated in response to the repeal of 23 Ill.Admin.Code §29.130. **Issue 106, November 2020**