

SECTION 3 SCHOOL ADMINISTRATION

3.10 Goals and Objectives

3.20 Organizational Chart

3.30 Line and Staff Relations

3.40 Superintendent

3.50 Administrative Personnel Other Than the Superintendent

3.60 Administrative Responsibility of the Building Principal

3.70 Succession of Authority

General School Administration

3.10 Goals and Objectives

The Superintendent directs the administration in order to manage the School 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. Effectively and efficiently manage the District's programs and buildings,
2. Provide educational expertise,
3. Develop and maintain channels for communication between the school and community,
4. Develop an administrative procedures manual implementing School Board policy,
5. Skillfully manage the District's fiscal and business activities,
6. Plan, organize, implement, and evaluate educational programs, and
7. Meet or exceed student performance and academic improvement goals established by the School Board.

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 School Board), 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 (Educational Philosophy and Objectives)

3.20 Organizational Chart

**STATE BOARD OF EDUCATION
ILLINOIS OFFICE OF EDUCATION
SUPERINTENDENT OF EDUCATIONAL SERVICE REGION
BOARD OF EDUCATION
LEGAL COUNSELOR
DISTRICT SUPERINTENDENT**

Board Policies	Budget	Transportation
Meeting Agenda	Finance	Grounds Improvement
Administrative Policies	Accounting	Personnel Data
Calendar	Business Manager	Building Maintenance
Negotiations	Audit	Clerical Staff
Certification	Insurance	Food Management
Employment	Contracts	Job Assignment
Purchasing	Liabilities	Public Relations
In-Service Training	Tax Levy	News-Publicity
Curriculum	ASSISTANT SUPERINTENDENT (to assist the superintendent as needed)	

Building & Grounds Improvement		Administrative Policies
Accounting for Grants	Personnel Data	Building Maintenance
Certification Employment	Contracts	Job Assignment
Purchasing	Public Relations	In-Service
Training Curriculum	Curriculum Coordination	Technology Program
Special Ed. Programs		

BUILDING PRINCIPAL

Curriculum Coordination	Art Program	Special Education	Staff Assignments
Music Programs	Gifted Program	Teaching Aids	Vocational Program
Title Programs	Media Materials	In-Service Training	Health Services
Non Certified Staff	Equipment Inventory		
Student Discipline	Student Activities	Calendar	Counseling

CERTIFIED STAFF

Enrollment Records	Athletics	Attendance Records	History/Constitution
Consumer Education	Conservation	Pupil Records	Health
Student Affairs	Alcohol/Narcotics Discipline	Administrative Reports	Req. Supplies and Equipment
Physical Education		Drivers Education & Safety Education	

3.30 Line and Staff Relations

The District organizational chart indicates the channels of authority and communication for school personnel. These channels should be followed, and no level should be by-passed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

Cross Ref.: 2.140, 8.110

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 School Board policies and directives, and 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 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

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.

Evaluation

The School 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 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, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The School 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 School 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, 5/10-21.4, 5/10-23.8, 5/21-7.1, 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 School Board), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

3.50 Administrative Personnel Other Than the Superintendent

Duties and Authority

District administrative and supervisory positions are established by the School Board, in accordance with State law and regulations. The general duties and authority of each administrative or supervisory position is approved by the School Board, 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 performance of all administrative personnel will be evaluated by the Superintendent or a designee; the Superintendent shall make employment and salary recommendations to the School Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, and in-service training and through participation in the general development and improvement of the school program.

Administrative Work Year

The administrator's 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.

Compensation and Benefits

The School Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the School Board no later than the March School Board meeting. Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

3.60

Administrative Responsibility of the Building Principal

The School Board, 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 the 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 or as agreed upon by the Building Principal and Superintendent.

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. ¹ Superintendent or designee may conduct additional evaluations.

The School Board and each Building Principal shall enter into an employment agreement that conforms to Board policy and State law. The terms of an individual employment contract, when in conflict with the evaluation plan or this policy, will control.

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/2-3.53a, 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 (Leave of Absence)

¹ Required by 105 ILCS 5/10-21.4a and 105 ILCS 5/24A-15, as added by P.A. 94-1039.

3.70 Succession of Authority

If the Superintendent, Assistant Superintendent, Building Principal, or other administrator is temporarily absent, the succession of authority and responsibility of the respective office shall observe the following plan:

In the case of temporary absence or temporary incapacity of the Superintendent, the authority and responsibility of the office shall pass to the Assistant Superintendent. If the Assistant Superintendent is unavailable, then the authority will be assumed by the Building Principal with the most experience as an administrator in the Flora Community Unit School District.

In the case of a temporary absence of a Building Principal, then authority of the office will pass to a designee of the Superintendent and/or Building Principal.

If the Superintendent, Assistant Superintendent, Building Principal, or other administrator is absent for an extraordinary length of time, the School Board President will call a School Board meeting for the Board to appoint, if necessary, an interim administrator.

If a principal is absent due to extended illness or leave, an assistant principal may be assigned as acting principal for a period not to exceed 60 school days. (105 ILCS 5/10-21.4a [ch. 122, Para. 10-21.4a])