

## **General Administration**

### **Administrative Personnel Other Than the Director**

#### Duties and Authority

District administrative and supervisory positions are established by the Executive Board in accordance with State law. This policy applies to all administrators other than the Director. The general duties and authority of each administrative or supervisory position are approved by the Executive Board, upon the Director'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 performance of all administrative personnel will be evaluated by the Director or designee; the Director shall make employment and salary recommendations to the Executive Board.

#### Administrative Work Year

The administrators' work year shall be the same as the District's fiscal year, July 1 through June 30, as stated in the employment agreement. Each individual administrative contract shall govern the contractual days. 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 Executive Board will consider the Director's recommendations regarding compensation for individual administrators. The Director's recommendations should be presented to the Executive Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewable issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

The Executive Board will present recommendations regarding compensation and benefits to the Governing Board no later than the March Meeting.

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, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF: 3:60 (Administrative Responsibility of the Technical Assistance Supervisor),  
5:30 (Hiring Process and Criteria), 5:250 (Leaves of Absence)

ADOPTED: September 16, 2015