

NORRIDGE SCHOOL DISTRICT #80
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General School Administration

Goals and Objectives

Proper administration of the school is most vital to a successful educational program. The general purpose of the district's administration will be to coordinate and supervise, under Board policies, the creation and operation of an environment in which students will learn most effectively. Administrative duties and functions should be appraised in terms of the contribution made to improving instruction and learning.

One of the single most important objectives that rests upon the administration is to recommend for employment, the best available employees who will assist students in realizing their full potential. The Board will rely on its chief executive officer, the superintendent, to provide the professional administrative leadership demanded to attain this goal.

It is essential that all administrators within the school system be unified in purpose and hold the welfare of the total educational program as superior to any of its individual parts.

The Board of Education shall insure that the superintendent, building principals, and all other administrators will have the authority and responsibility necessary to successfully carry out their specific administrative assignment. Likewise, each will be accountable for the effectiveness with which that administrative assignment is carried out. The Board will be responsible for clearly specifying requirements and expectations of the superintendent; then holding the superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the superintendent will be responsible for specifying requirements and expectations for all other administrators; and for holding each of them accountable by evaluating how well requirements and expectations have been met.

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)

GENERAL SCHOOL ADMINISTRATION

Administrative Organization Plan (Line of Responsibility)

The legal authority of the Board of Education shall be transmitted through the Superintendent to other personnel through an approved organization plan. Personnel employed by the Board directly or indirectly through agreements with other school districts or agencies, shall be responsible to the Board through the Superintendent.

The District organization plan will be established in a manner that assures the District will be able to carry out programs and operations efficiently and effectively. The plan should enhance cooperation and understanding among staff members at all levels by allowing for an organized flow of ideas in the decision-making process. Sound administrative practice requires these channels be followed and no level should be by-passed.

All personnel shall keep the person they are immediately responsible to informed of their activities by whatever means their supervisor deems appropriate. Matters requiring administrative action should be referred to the individual immediately in charge of the area. Those individuals in charge may then refer such matters to the next higher authority when necessary. Except in emergencies, building level employees should always work through the building principal in carrying out tasks within a school.

All employees shall have the opportunity to appeal decisions made by a supervisor or administrator to the next higher authority through the appropriate successive steps of the organization plan to the Board.

General School Administration

Line and Staff Relations

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships 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. Where this is not possible, the division of responsibility must be clear.

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 and take other actions 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 5/24-A-3
23 Ill. Admin. Code §§ 1.310a 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)

General School Administration

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 are 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. 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, in-service training and through participation in the general development and improvement of the school program.

Administrative Work Year

The administrators' 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. The Board is under no obligation to act on the recommendation at that time.

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

LEGAL REF.: 105 ILCS 5/10-21.4a, 5/24A-1, 5/24A-3, and 5/24A-4.
23 Ill. Admin. Code § 1.310.

General School Administration

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. The 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.*
23 Ill. Admin. Code §§ 1.320x, 1.230b, and 1.320c.

CROSS REF.: 3:50 (Administrative Personnel Other than the Superintendent),
5:250 (Leave of Absence)

General School Administration

Policy Implementation

Administrators and all other district personnel have an obligation to publicly support the policies of the Board of Education. Personnel may be at liberty; however, to discuss differences of opinion on professional matters.

General School Administration

Succession of Authority

If the Superintendent, Building Principal, or other administrator is temporarily absent, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and approved by the School Board.

General School Administration

Administrative Reports

The purpose of administrative reports is to keep the Board of Education informed and up-to-date with all phases of the District's operations. It is an expectation that each administrator will present a written or oral report to the Board at each of its regularly scheduled meetings. Items to be considered for inclusion in the reports could include:

past or upcoming events, with appropriate dates, schedules, or agendas;

comments on staff meetings, professional meetings, conferences, etc.;

student activities, achievements, etc.;

specific complaints, problems, or existing problems and situations which warrant informing the Board;

financial or budget review; and/or

recommendations regarding the need for changes in building or district-wide management (policy, curriculum, etc.).

results from assessment/testing programs

gifts/donations to the school district

presentations regarding programs or curriculum