

Nettle Creek CCSD 24c
TABEL OF CONTENTS
SECTION 3 – GENERAL SCHOOL ADMINISTRATION

3:10	Goals and Objective
3:30	Chain of Command
3:40	Superintendent
3:60	Administrative Responsibility of the Building Principal

General School Administration

Goals and Objectives

The Superintendent manages the School District and facilitates the implementation of a quality educational program in alignment with School Board policy 1:30, *School District Vision and Mission Statement*. Specific goals and objectives are to:

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop and administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-21.4, and 5/10-21.4a.

CROSS REF.: 1:30 (School District Vision and Mission Statement), 2:20 (Powers and Duties of the Board; Indemnification), 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)

Updated 9-21-2015

General School Administration

Chain of Command

The Superintendent shall develop channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

All personnel should refer matters requiring administrative action to the Superintendent and may appeal a decision, if appropriate, to the Board of Education.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements,
2:140 (Communications To and From the Board, 3:70 (Succession of
Authority), 8:110 (Public Suggestions and Concerns)

Updated 9-21-2015

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 in accordance with School Board 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 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 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 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.

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

Update 9-21-2015

General School Administration

Administrative Responsibility of the Building Principal

Duties and Authority

The School Board employs a Superintendent who also serves as Building Principal. The primary responsibility of a Building Principal is the improvement of instruction. The Building Principal shall perform all duties as described in State law as well as such other duties as specified in his employment agreement, that are consistent with the Building Principal's education and training. The building principal shall complete State law requirement to be a prequalified evaluator before conducting an evaluation of a teacher.

Evaluation Plan

The Building Principal is evaluated annually by a certified evaluator who is approved by the Board of Education.

Updated 9-21-2015