

**MIDLAND COMMUNITY UNIT SCHOOL DISTRICT 7
BOARD OF EDUCATION POLICY MANUAL
TABLE OF CONTENTS
SECTION 3 - GENERAL SCHOOL ADMINISTRATION**

3:10	Goals and Objectives
3:20	OPEN
3:30	Chain of Command/Communications
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

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 Policies.

Specific goals and objectives are:

1. To effectively and efficiently manage the District's programs and buildings.
2. To provide educational expertise.
3. To develop and maintain channels for communication between the school and community.
4. To develop an administrative procedures manual implementing School Board policy.
5. To skillfully manage the District's fiscal and business activities.
6. To plan, organize, implement, and evaluate educational programs.
7. To 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)

ADOPTED: July 17, 2000

Revised: September 17, 2007

General School Administration

Chain of Command/Communications

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. When this is not possible, the division of responsibility must be clear.

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

ADOPTED: July, 1995

Reviewed: September 17, 2007

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 to take other action as needed to implement School 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 Board of Education will evaluate, at least annually, the Superintendent's performance, using standards and objectives developed by the Superintendent and the 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 Board of Education 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).

ADOPTED: July 17, 2000

Revised: September 17, 2007

General School Administration

Administrative Personnel Other Than the Superintendent

Duties and Authority

The School Board establishes District administrative and supervisory positions in accordance with District's needs and 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. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately certified and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

Evaluation

The Superintendent shall evaluate all administrative personnel and 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 Illinois Administrators' Academy courses, or through other means approved by the Superintendent.

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 Board of Education will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board of Education no later than the March School 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.

LEGAL REF: 105 ILCS 5/10-21.4a, 5/21-7.1, 5/24A-1, 5/24A-3, and 5/24A-4.
23 Ill. Admin. Code § 1.310.

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

ADOPTED: July, 1995

Revised: September 17, 2007

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 the Superintendent.

A majority of the Principal's time shall be spent on curriculum and staff development through formal and informal activities, establishing clear and open lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. Building Principals are responsible for management of their staff, insuring maintenance of the facility and equipment, administration of the educational program, control of the students attending the school, management of the school's budget, communication between the school and the community, and reporting criminal offenses. All Building Principals have authority and responsibility for the maintenance of student discipline in the District.

The Superintendent shall develop and maintain a principal evaluation plan that complies with Section 24A-15 of the School Code. In addition to other factors, principals will be evaluated on their instructional leadership ability and their ability to maintain a positive education and learning environment. Using the principal evaluation plan, the Superintendent shall evaluate each building principal annually. Both formal and informal observations and reports will be included in the final evaluation of each principal.

The School Board and each Principal shall enter into an employment agreement which 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 5/24/a-15.,
105 ILCS 127/1 et seq.

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

ADOPTED: April 22, 1998

Revised: June 20, 2005

Revised: September 17, 2007

Revised: March 17, 2008

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.

CROSS REF: 1:20 (District Organization, Operations, and Cooperative Agreements),
 3:30 (Chain of Command)

ADOPTED: July, 1995

Reviewed: September 17, 2007

Administrative Procedure – 3:70 – Succession Plan

If the Superintendent, Building Principal, or other administrator is temporarily absent or unavailable, the succession of authority and responsibility of the respective office shall be as stated below. If the first person on the succession list is unavailable, the second person shall be the responsible person and so on in order through the list. To the extent practical and feasible, the designated individual shall communicate with the person he is succeeding and/or the Board President in cases of importance and/or emergency.

Superintendent

- 1. Rolf Sivertsen
- 2. Dan Mair
- 3. Julie Albers
- 4. For Building or Maintenance Emergencies (Normally, a coordinated effort is made).
 - A. Building Principal
 - B. Head Custodian
 - C. Al Monier

Building Principal

- | | |
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| <ul style="list-style-type: none"> 1. Specific Building Designees <ul style="list-style-type: none"> A. High School <ul style="list-style-type: none"> 1. 2. B. Middle School <ul style="list-style-type: none"> 1. 2. C. Elementary School <ul style="list-style-type: none"> 1. 2. | <ul style="list-style-type: none"> 2. Alternate Building Principal <ul style="list-style-type: none"> A. High School <ul style="list-style-type: none"> 1. 2. 1. 2. |
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