

BOARD OF EDUCATION POLICIES

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BOARD OF EDUCATION POLICIES

300.1 CREATION OF ADMINISTRATIVE POSITIONS

*Adopted: June 14, 1990
Reviewed: December, 2007
June, 2011*

The Board of Education shall employ a Superintendent of Schools and Principals as required by law. All other administrative positions are as established from time to time by the Board of Education. The Board of Education will organize and provide for an administrative structure consistent with the needs of the School District. It is the intention of the Board of Education to provide a sufficient number of administrative positions to accomplish the goals and objectives of the School District.

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300.2 GENERAL QUALIFICATIONS

*Adopted: June 14, 1990
Reviewed: December, 2007
June, 2011*

All administrative personnel employed by the School District shall possess those qualifications determined necessary by the Board of Education to efficiently carry out their job duties and each administrator shall be properly certified.

BOARD OF EDUCATION POLICIES

300.3 SUPERINTENDENT OF SCHOOLS

*Adopted: June 14, 1990
Reviewed: December, 2007
June, 2011*

The Superintendent of Schools is in charge of the administration of the schools of the School District under the direction of the Board of Education. The Superintendent is the chief administrative official of the School District and shall perform those duties imposed upon him or her by law and such other duties as provided for herein and as otherwise may be assigned to him or her by the Board of Education. The Superintendent shall make recommendations to the Board of Education concerning the budget, building plans, the location of sites, the selection, retention and dismissal of teachers and all other employees, and the selection of textbooks, instructional materials, and courses of study. The performance of the Superintendent shall be evaluated annually by the Board of Education.

BOARD OF EDUCATION POLICIES

300.3 SUPERINTENDENT OF SCHOOLS

300.3.1 IMPLEMENTATION OF POLICY

*Adopted: June 14, 1990
Reviewed: December, 2007
June, 2011*

The Superintendent is responsible for the implementation of all policies, rules, regulations and directives of the Board of Education.

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300.3 SUPERINTENDENT OF SCHOOLS

300.3.2 ABSENCE OF POLICY

*Adopted: June 14, 1990
Revised: July 25, 1996
Reviewed: December, 2007
June, 2011*

In situations where Board of Education policy does not expressly apply, the Superintendent shall make that decision which he or she deems to be in the best interests of the School District and to the welfare of its students. The Superintendent shall report his or her decision to the Board of Education for its consideration, with a recommendation of adoption of policy, if appropriate.

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300.3 SUPERINTENDENT OF SCHOOLS

300.3.3 ADMINISTRATIVE PROCEDURES

*Adopted: June 14, 1990
Reviewed: December, 2007
June, 2011*

The Superintendent is hereby expressly authorized to establish administrative procedures, whenever deemed appropriate, to effectively implement the policies, rules and directives of the Board of Education. Upon implementation, administrative procedures shall be made available to the Board of Education for its review. Should the Board of Education determine any such administrative procedures to be inappropriate or inconsistent with its policies, such administrative procedures shall be repealed by the Superintendent or otherwise altered or modified, consistent with Board of Education policies.

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300.3.4 JOB DESCRIPTIONS

*Adopted: June 14, 1990
Reviewed: December, 2007
June, 2011*

The Superintendent shall maintain a comprehensive and current set of job descriptions for all positions in the School District. After the creation of any new administrative position, the Superintendent, in conjunction with the Board of Education, will prepare a job description for the position which will include the responsibilities of the job and the method by which the performance of these responsibilities will be evaluated.

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300.3 SUPERINTENDENT OF SCHOOLS

300.3.5 ABSENCE OF SUPERINTENDENT

*Adopted: June 14, 1990
Revised: December 6, 2007
July 1, 2011*

The following administrators will be responsible for decision making in the absence of the Superintendent. In accordance with the current job responsibilities, the Assistant Superintendent shall oversee the responsibilities directly in the absence of the Superintendent. The Assistant Superintendent of Finance will be responsible for items pertaining to business, operations, facilities, and transportation elements of the School District and be responsible in the absence of the Superintendent and Assistant Superintendent.

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300.3 SUPERINTENDENT OF SCHOOLS

300.3.6 CODE OF CONDUCT/ETHICS

*Adopted: June 14, 1990
Reviewed: December, 2007
June, 2011*

The Board of Education, in an effort to operate the District under the highest ethical standards, adopts the following code of conduct for the superintendent and the superintendent's professional staff. The Board expects all professional staff members to maintain high standards in their working relationships and in the performance of their professional duties and to:

1. Observe federal and state laws, rules and regulations which govern education.
2. Observe the District's policies, procedures, rules and regulations as adopted by the Board.
3. Support and assist the Board in its tasks of policy making, educational planning and goal evaluation.
4. Provide the Board with necessary and helpful facts, free from personal bias, which will facilitate the Board's role as decision-maker.
5. Evaluate the District's goal achievement in a realistic and professional manner.
6. Implement the management of the District to assure freedom from pressure groups.
7. Maintain confidentiality of privileged information.
8. Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates.
9. Develop a communication system which facilitates understanding between the Board, staff and the community.
10. Ensure that their actions or those of another on their behalf are not made with the specific intent of advancing private economic interests.
11. Avoid accepting anything of value offered by another for the purpose of influencing judgment.

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300.3 SUPERINTENDENT OF SCHOOLS

300.3.6 CODE OF CONDUCT/ETHICS

*Adopted: June 14, 1990
Reviewed: December, 2007
June, 2011*

12. Welcome and encourage community participation in District activities.
13. Recognize that personal values, strengths and goals must provide the motivation for effective school district management.
14. Provide a leadership role model.
15. Strive to provide the best educational opportunities for all students.

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300.4 ASSISTANT SUPERINTENDENT

*Adopted: June 14, 1990
Revised: December 6, 2007
July 1, 2011*

The Assistant Superintendent is to assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services. The Assistant Superintendent shall be under the direction of the Superintendent and the Board of Education and shall carry out the responsibilities of his or her position and perform such other duties as may from time to time be assigned by the Superintendent or the Board of Education. Evaluation of the Director's performance shall be performed annually by the Superintendent and reported to the Board of Education.

BOARD OF EDUCATION POLICIES

300.5 ASSISTANT SUPERINTENDENT OF FINANCE

*Adopted: June 14, 1990
Revised: December 6, 2007
July 1, 2011*

The Assistant Superintendent of Finance is to administer the business affairs of the School District in such a way as to provide the best possible educational services with the financial resources available. The Assistant Superintendent of Finance shall be under the direction of the Superintendent and the Board of Education and shall carry out the responsibilities of his or her position and perform such other duties as may from time to time be assigned by the Superintendent or the Board of Education. Evaluation of the Director's performance shall be performed annually by the Superintendent and be reported to the Board of Education.

BOARD OF EDUCATION POLICIES

300.6 ASSISTANT SUPERINTENDENT OF SPECIAL SERVICES

*Adopted: June 14, 1990
Reviewed: December, 2007
Revised: July 1, 2011*

The Assistant Superintendent of Special Services is to provide leadership in the ongoing development and improvement of the special education services of the School District. The Assistant Superintendent of Special Services shall carry out the duties and responsibilities of his or her position and perform such other or additional duties as may be assigned by the Superintendent or the Board of Education. The Superintendent or his or her designee shall evaluate the performance annually of the Assistant Superintendent of Special Services. The evaluation shall be reported to the Board of Education.

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300.7 CURRICULUM COORDINATOR

*Adopted: June 14, 1990
Reviewed: December, 2007
June, 2011*

The Curriculum Coordinator is to provide leadership in the ongoing development and improvement of the entire instructional program of the School District. The Curriculum Coordinator shall carry out the duties and responsibilities of the position and perform such other or additional duties as may be assigned by the Superintendent or the Board of Education. The Superintendent or his or her designee shall evaluate the performance annually of the Curriculum Coordinator. The evaluation shall be reported to the Board of Education.

BOARD OF EDUCATION POLICIES

300.8 PRINCIPALS

*Adopted: June 14, 1990
Revised: July 25, 1996
Reviewed: December, 2007
June, 2011*

A Principal shall serve as the head administrator and instructional leader of his or her assigned building, in accordance with the Board of Education policies and The Illinois School Code. The majority of a Principal's time shall be spent on curriculum and staff development, with his or her primary responsibility being improvement of instruction.

As administrative head of a school, the Principal will exercise initiative and render decisions in all matters not inconsistent with rules and policies of the Superintendent or the Board of Education. The Superintendent or his or her designee shall evaluate the performance of Principals annually. These evaluations shall be reported to the Board of Education.

BOARD OF EDUCATION POLICIES

300.9 ASSISTANT PRINCIPALS

Adopted: June 14, 1990
Revised: July 25, 1996
Reviewed: December, 2007
June, 2011

An Assistant Principal is to assist the Principal substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services. An Assistant Principal shall carry out his or her job responsibilities and perform such other duties as may be assigned by the Principal or Superintendent. The Superintendent or his or her designee shall evaluate the performance annually of Assistant Principals. These evaluations shall be reported to the Board of Education.

BOARD OF EDUCATION POLICIES

300.10 OTHER SUPERVISORY PERSONNEL

*Adopted: June 14, 1990
Reviewed: December, 2007
June, 2011*

The Board of Education may provide, with the recommendation of the Superintendent, such other or additional supervisory personnel as may from time to time be consistent with the needs of the School District. All such other supervisory personnel shall be evaluated annually by the Superintendent or his or her designee. All such evaluations shall be reported to the Board of Education.

BOARD OF EDUCATION POLICIES

300.11 ORGANIZATIONAL CHART

*Adopted: June 14, 1990
Reviewed: December, 2007
June, 2011*

The Board of Education will provide and approve an Organizational Chart to depict the general line of administrative authority within the School District. A copy of the current Organizational Chart shall be conspicuously posted in all attendance centers and at the administrative offices of the School District.

BOARD OF EDUCATION POLICIES

300.12 NONDISCRIMINATION AND GRIEVANCE PROCEDURES (Including Title II, Title VI, Title VII, Title IX, Section 504 and ADA)

Adopted: October 20, 2011

The Board of Education does not discriminate on the basis of religion, religious affiliation, race, color, national origin, sex, marital status, disability, age, or any other legally protected characteristic in its programs, activities, or employment.

Further, it is the policy of the District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in the District.

The Board will not discriminate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those law as or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.