

## 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 Board of Education policies and directives, and State and federal law. The Superintendent is authorized to develop administrative procedures to implement Board of Education policy.

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 of Education 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 and Appointment

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 of Education, District employees, students, and the community. The Superintendent shall have a valid administrative certificate and superintendent's endorsement issued by the State Certification Board. The Board prefers, but does not require, that the Superintendent reside in the District.

When the office of the Superintendent becomes vacant, the Board of Education will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

#### Evaluation

The Board of Education will evaluate the Superintendent's performance and effectiveness according to the terms contained in the Superintendent's employment agreement. A specific time should be designated for a formal evaluation session with all Board of Education members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

#### Compensation and Benefits

The Board of Education and the Superintendent shall enter into a contract that conforms to this policy and State law. This contract shall govern the employment relationship between the Board of Education and the Superintendent.

LEGAL REF.: 105 ILCS 5/10-21.4, 5/10-23.8, 5/21-7.1, 5/24-11, 5/24-16, and 5/24A-3.  
23 Ill. Admin. Code §§ 1.220, 1.310a, 1.320a, and 226.545.

CROSS REF: 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development)

ADOPTED: May 17, 2005