

## **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 of Education 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 Board of Education 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 Board.

### **The Concept of Administration**

The Board of Education shall determine the underlying policies to guide the decision-making process governing all activities of the schools, including the employment of all personnel and their compensation.

These policies shall be implemented by the Superintendent who shall be responsible to the Board of Education for the administration of the schools. The Superintendent or designee shall recommend staff to the Board of Education for appointment.

The Superintendent shall organize and establish a clear understanding of the functions of each official and the relationship among them. The Superintendent shall establish clear lines of communication and shall establish the necessary councils, cabinets and/or committees to provide for the efficient operation of the schools.

The Superintendent or designee shall establish an effective system for the recruitment of qualified personnel consistent with established budgetary parameters.

The Board of Education may from time to time add to and/or amend the duties of the Superintendent.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-21.4, and 5/10-21.4a.  
23 Ill.Admin.Code Sec 1.210, 1.310a

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; 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)

ADOPTED: April 5, 2011, January 19, 2019