ADMINISTRATION: SECTION 2000

PARTICIPATION IN ORGANIZATIONS, INSTITUTES, AND CONVENTIONS: 2000

MISSION STATEMENT AND MOTTO: 2010

LINE OF AUTHORITY: 2015

DECISIONS IN ABSENCE OF BOARD POLICY: 2016

REVIEW OF ADMINISTRATIVE DECISIONS: 2017

ADMINISTRATIVE COMPENSATION: 2100
Administrative and Administrative Support Staff Sick Leave Bank

ADMINISTRATOR AND ADMINISTRATIVE SUPPORT STAFF CONTRACTS: 2111

EMPLOYMENT POLICIES FOR ADMINISTRATORS: 2112

SUPERINTENDENT APPOINTMENT: 2113
Superintendent - Job Description

APPOINTMENT OF ADMINISTRATIVE OFFICERS: 2130

EMERGENCY SCHOOL CLOSINGS: 2300

MAINTENANCE OF RECORDS : 2310

ADMINISTRATION

PARTICIPATION IN ORGANIZATIONS, INSTITUTES, AND CONVENTIONS: 2000

Attendance and participation in local, state, and national meetings designed to acquaint administrators with issues in public education, with new or proposed legislation, with the administration of a school, and with efficient operation of an administrative staff are encouraged.

Travel and Expenses

Attendance of staff at local, state, or national meetings will be reimbursed for transportation, meals, housing, and registration.

Attendance and expenses for conventions, institutes, and meetings designed to enhance the performance of an administrator shall be approved by the superintendent.

ADOPTED: 12-15-92

ADMINISTRATION
MISSION STATEMENT AND MOTTO: 2010

Motto:

A Partnership of Expectations

Commitment Statement:

District 215 is committed to providing a safe, collaborative and dynamic learning community that challenges and empowers our students to maximize their potential as learners and global citizens.

Mission Statement:

To prove diverse learning opportunities that inspire all students to become life-long learners who contribute to their community.

Vision Statement:

District 215 is the premier district with state of the art resources and innovative programs which develop a community of caring, ethical and global learners.

ADMINISTRATION

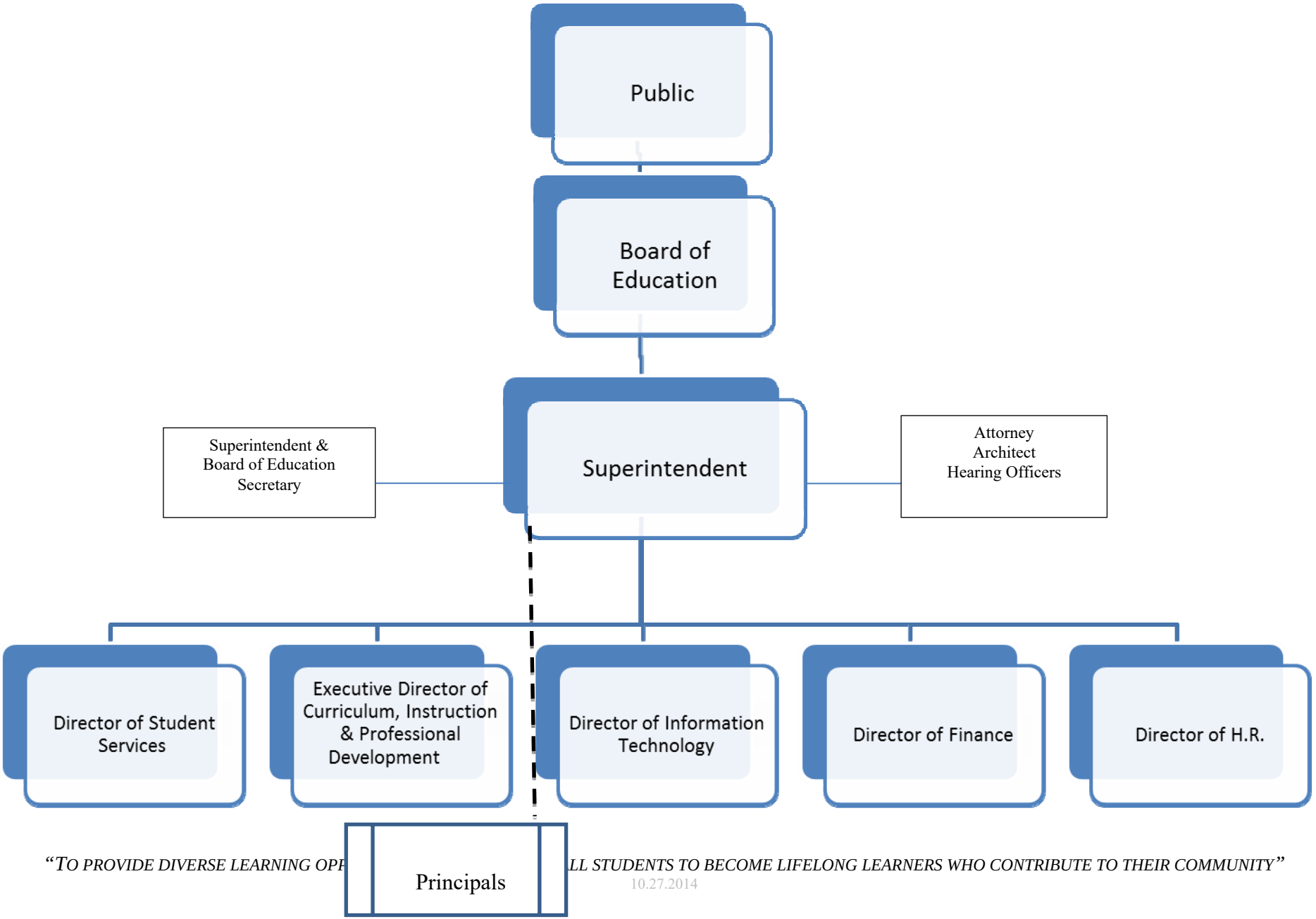
LINE OF AUTHORITY: 2015

In the absence of the Superintendent, the line of authority will be shared by the Director of Finance and the Director of Curriculum, Instruction & Professional Development.

Revised: 2.28.2012

District 215 Organization Chart

Policy 2015
Revised: February 2012



ADMINISTRATION

DECISIONS IN ABSENCE OF BOARD POLICY: 2016

In the situations which arise within the schools where the Board has provided no guides for administrative action, the superintendent shall have power to act but his/her decision shall be subject to review by action of the Board at its regular meeting. It shall be the duty of the superintendent to inform the Board promptly of such action and of the need for policy.

ADOPTED 12-15-92

ADMINISTRATION

REVIEW OF ADMINISTRATIVE DECISIONS: 2017

Each employee of the school district shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the superintendent and Board of Education.

ADOPTED 12-15-92

ADMINISTRATION

ADMINISTRATIVE COMPENSATION: 2100

The compensation of all administrative and supervisory personnel shall be determined by the Board of Education following recommendations from the superintendent. The superintendent is responsible for developing an evaluation system whereby the job performance and contribution of each administrator or supervisor toward the goals and objectives of the district is determined.

The superintendent's recommendations relative to any proposed changes must be presented in written form annually.

REVISED: November 25, 2014

Administrative and Administrative Support Staff Sick Leave Bank

Membership in the Administrative / Administrative Support Staff Sick Leave Bank is automatically accorded all administrative and administrative support staff members in the school district.

The Board of Education is the final arbiter for the use and conditions of the Sick Leave Bank.

A. Administrators and administrative support staff shall, upon the formation of the Bank, or upon assuming duties for the first time, have deducted from accumulated sick leave 5 Days as their principal contribution to the Administrative Sick Bank. The Board of Education shall contribute to the Sick Bank four (4) days when a new member joins the Bank.

B. Participating administrators and administrative support staff may, subsequent to their original contribution to the Bank, be assessed an additional number of days if it is necessary to replenish the Sick Leave Bank. The Superintendent shall determine each year if the Sick Leave Bank needs to be replenished.

C. Authorized withdrawals from the Administrative Sick Leave Bank shall be made only upon approval of the Board of Education. Such days will be granted only when the participating administrator has in fact depleted all vacation, personal and sick leave.

D. Maximum sick leave credit withdrawn from the Administrative Sick Leave Bank for any continuing illness shall not exceed the total of the employee's accumulated sick leave and vacation leave at the onset of the illness, but in no case shall exceed six months.

2. Human Resources shall maintain all records on the Bank and shall submit to the Board, by request, the following information.
   A. Number of members
   B. Number of days in the Bank
   C. Number of days leave granted the preceding year
   D. Members granted leaves and number of days granted to them

REVISED: November 25, 2014

ADMINISTRATION

ADMINISTRATOR CONTRACTS AND ADMINISTRATIVE SUPPORT STAFF WORKRULES: 2111

All administrators shall have contracts approved by the Board of Education and signed by the President and Secretary of the Board of Education by July 1st **or sooner** of each year. Following is a list of the administrators:

Administrators:

- Athletic Directors
- Director of Finance/CSBO
- Executive Director of Curriculum, Instruction & Professional Development
- Principals
- Asst. Principals
- Director of Student Services
- Student Services Coordinators
- Director of Information Technology
- Director of Human Resources
- Director of Food Services
- Residency Coordinator

All Administrative Support Staff salaries will be approved by the Board of Education by July 1st or sooner of each year. Following is list of administrative support staff:

Administrative Support Staff:

- Accountant
- Senior Accountant
- Building Foremen
- Chefs
- Sous-Chefs
- Custodial Supervisors
- Database Administrators
- Executive Secretary for Finance & Curriculum
- Executive Assistant for Human Resources
- Grant & Communication Specialist
- Kitchen Manager
- Network Administrator
- Network Analyst
- Payroll Clerk
- Secretary to the Principal
- Secretary to the Superintendent and Board of Education
- Software Specialist
- System Applications Specialists
- Virtual Success Academy Coordinator

REVISED: November 25, 2014

ADMINISTRATION

EMPLOYMENT POLICIES FOR ADMINISTRATORS: 2112

1. Personnel policies relating to promotion, demotion, transfer, dismissal, leave of absence, etc., with the exception of those relating to the superintendent, shall be applied to the administrative personnel. Administrative personnel shall have continuing contracts or tenure as teachers as it operates in this state.

2. Written evaluations for administrative personnel shall be completed no later than March 1 of the current school year. The Superintendent will be responsible for developing an evaluation plan that complies with Section 24A-15 of the School Code to include job performance, attention to Board and District goals, and work toward professional development.

3. Written notice of dismissal or transfer shall be given the administrator by certified mail by **April 1** of the current school year. Within ten days of receipt of this notice, the administrator may request and receive a private hearing with the Board of Education**.**

REVISED: May 22, 2012

Reference: P.A. 94-1039

ADMINISTRATION

SUPERINTENDENT APPOINTMENT: 2113

The Board of Education shall appoint the superintendent and provide a contract which defines rights and responsibilities of provisions for continuance or termination.

ADOPTED 12-15-92

Superintendent - Job Description

Qualifications: 1. **The Superintendent shall have earned at least a Master's Degree from an approved institution.**

2. **He/she shall meet the state and county requirements for a Superintendent's certificate in the State of Illinois.**

Reports to: **The Board of Education**

Supervises: **All administrative, certified, and non-certified personnel of the District.**

Goal: **To provide leadership in developing and maintaining the best possible educational programs and services.**

Duties:

1. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.

2. Advises the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented.

3. Prepares the annual operating budget recommendations and implements the Board approved budget.

4. He/she, in cooperation with the Business Manager, shall prepare an annual budget showing appropriations necessary to meet the estimated needs of the ensuing school year, and submit the same to the Board of Education for inspection at the regular July meeting and for approval at the regular or at a special meeting in August.

5. Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.

6. Secures and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel. He shall prepare information and recommendations and submit same to the Board of Education 96 hours before each meeting.

7. He/she shall be responsible for developing the job descriptions in all other job categories in District 215.

8. Assigns and transfers employees as the interest of the District may dictate, and reports such action to the Board for information and record.

9. Reports to the Board the case of any employee whose service is unsatisfactory and recommends appropriate action.

10 . Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.

11. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the District's schools.

12. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge or any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.

13. Keeps informed of modern educational thoughts and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.

14. Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis.

15. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.

16. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in tests and time schedules to be used in the schools.

17. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.

18. Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.

19. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.

20. He/she shall organize the schools to offer community services and provide for community use of school facilities.

21. The Superintendent coordinates the program of the District with contribution elementary districts and facilitates articulation between them.

22. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.

23. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.

24. Performs such other tasks as may, from time to time, be assigned by the Board.

Terms of Employment: Twelve month year
(July 1 through June 30 of the following school year).
Salary to be arranged with the Board

ADMINISTRATION

APPOINTMENT OF ADMINISTRATIVE OFFICERS: 2130

The Board of Education may establish additional and /or eliminate administrative positions according to the demands of the school and the financial resources of the district.

ADOPTED 12-15-92

ADMINISTRATION

EMERGENCY SCHOOL CLOSINGS: 2300

The superintendent shall have the authority to close the schools whenever in his/her opinion the safety or welfare of the students or school personnel is in danger.

ADOPTED: 12-15-1992

ADMINISTRATION

MAINTENANCE OF RECORDS : 2310

The district shall respond to all requests for copies/viewing of district records in accordance with the Illinois Freedom of Information Act and 5ILCS 140/1 et. Seq

The costs of reproducing records will be per the Local Record=s listing maintained by the District's Records Manager**.**

REVISED: 12/19/00
Cross Reference: #9371