GOVERNING BOARDS POLICY MANUAL

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# General District Administration

## Goals and Objectives

The Director directs the administration in order to manage the District and to facilitate the implementation of a quality educational program in alignment with Board policy 1:30, Mission Statement. 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 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 Operating Board.

LEGAL REF.” 105 ILCS 5/10-21.4 and 5/10-21.4a

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Operating Board), 2:130 (Board Director Relationship), 3:40 (Director), 3:50 (Administrative Personnel Other Than the Director), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives).

ADOPTED: September 25, 2019

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# General District Administration

## Chain of Command

The Director shall develop an organizational chart indicating the channels of authority and reporting relationships for district 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. Where this is not possible, the division of responsibility must be clear.

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

ADOPTED: October 26, 2011

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# General District Administration

## Director

The Director is the District’s executive officer and is responsible for the administration and management of the District. The Four Rivers Special Education District Council shall define the duties, responsibilities and authority of the Director and provide a job description. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. The Director is authorized to develop administrative procedures to implement Governing Board policy.

The Director may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Director by Governing Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Director of responsibility for the action that was delegated.

Qualifications

The Director must be of good character and of unquestionable morals and integrity. The Director shall have the experience and the skills necessary to work effectively with the Governing Boards, District employees, students, and the community. The Director must have and maintain a Professional Educator License with a director endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Operating Board will evaluate, at least annually, the Director’s performance, using standards and objectives developed by the Director and Board that are consistent with State law, the District’s mission and goal statements. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Director shall annual present evidence of professional growth through attendance at educational conferences, additional schooling, and in-service training.

Compensation and Benefits

The Four Rivers Special Education District Council and the Director shall enter into a contract that conforms to this policy and State law. This contract shall govern the employment relationship between the Board and the Director.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.

 5 ILCS 120/7.3, Open Meetings Act

23 Ill. Admin. Code §§ 1.310, 1.705, and 25.355.

CROSS REF.: 2:20 (Powers and Duties of the School Board), 2:130, (Board-Director Relationship), 2:240 (Board Policy Development, 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse

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and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employees Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment termination and Suspensions).

ADOPTED: February 23, 2022

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# General School Administration

## Administrative Personnel Other Than the Director

Duties and Authority

The Operating Board establishes District administrative and supervisory positions in accordance with the District’s needs and State law. This policy applies to all administrators other than the Director, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Director’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 licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

Evaluation

The Director or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Director of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators’ Academy courses or through other means as approved by the Director.

Administrative Work Year

The work year for administrators 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, administrators shall have vacation periods as approved by the Director. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Director’s recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider renewal and nonrenewal issues.

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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, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.

 23 Ill. Admin Code §1.310, 1.705 and 50.300; and Parts 25 and 29.

CROSS REF.: 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Asence), 5:290 (Employment Termination and Suspensions).

ADOPTED: February 23, 2022

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# General School Administration

## Administrative Responsibility of the Building Principal

Duties and Authority

The Operating Board, upon the recommendation of the Director, employs Building Principals as the chief administrators and instructional leaders of their assigned departments, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. – each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Director may assign, that are consistent with the Building Principal’s education and training.

Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal. The Director or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Director or designee shall evaluate each Building Principal and Assistant Principal. The Director or designee may conduct additional evaluations.

Evaluation Plan

The Director or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Director or designee shall evaluate each Building Principal and Assistant Principal. – the Director or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Director.*

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-21.4a, 5/10-23.8b, and 5/24A-15.

 105 ILCS 127/, School Reporting of Drug Violations Act.

 10 ILCS 5/4-6.2, Election Code

23 Ill.Admin.Code parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Director), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: February 23, 2022

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# General District Administration

## Staff Supervision

In all cases, personnel shall be supervised by the school district that employs the individual. The employing organization and its administrative staff shall be responsible for the supervision of the general functions of the classroom or service on a day-to-day basis and is/are recognized as the line supervisor(s). Four Rivers directly supervises Four Rivers employees. School districts directly supervise their own employees.

The Four Rivers Special Education District is responsible for providing technical assistance and consultation to teachers, administrators, and line supervisors regarding special education programs and services. Such assistance and consultation may include, but is not limited to, the following activities:

1. Classroom visitations – classroom visitations may be initiated by either the classroom teacher or by the designated District supervisor. Other administrative staff of either the Special Education District or a Member District may request a classroom visitation by the designated supervisor.
2. Inservice – supervisors shall plan and conduct appropriate in-service activities.
3. Consultation – consultations regarding students, curriculum, instruction, etc., may be initiated by either the classroom teacher or designated supervisor. Other administrative staff of either the District or a Member District may request a consultation between a classroom teacher and his or her designated supervisor.
4. Records and reports – Appropriate records and reports may be requested by the designated supervisor.

ADOPTED: February 23, 2000

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# General School Administration

## Succession of Authority

If the Director or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Director and submitted to the Operating Board.

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

ADOPTED: August 23, 2022