



NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 3-50

Page 1 of 1

SCHOOL ADMINISTRATION

ADMINISTRATIVE PERSONNEL OTHER THAN THE SUPERINTENDENT

Duties and Authority

District administrative and supervisory positions are established by the Board of Education, in accordance with State law and regulations. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and are contained in the respective position's job description.

Qualifications

All administrative personnel shall have a valid administrative certificate (if appropriate to the position), the required endorsements issued by the State Certification Board, and any other qualifications as specified in the positions' job descriptions.

Evaluation

The performance of all administrative personnel will be evaluated by the Superintendent or a designee; the Superintendent shall make employment and salary recommendations to the Board. Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training and through participation in the general development and improvement of the school program.

Administrative Work Year

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

Legal Reference: 105 ILCS 5/10-21.4a, 24A-1 and 24A-4
23 Ill. Admin. Code, 1.310

Adopted: 4/18/94
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