

General Administration

Administrative Personnel Other Than the Executive Director

Duties and Authority

SASED administrative and supervisory positions are established by the Board of Control in accordance with SASED's needs and State law. This policy applies to all administrators other than the Executive Director, including without limitation, Program and Service Administrators. The general duties and authority of each administrative or supervisory position are approved by the Board of Control, upon the Executive Director's recommendation, and contained in the respective position's job description. In the absence of specific written policy, administrative personnel shall act according to their best judgment, keeping in mind the best interests of SASED and its member districts and the spirit of any established Board policies that are related to the matter under consideration. 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, Illinois State Board of Education rules and such other qualifications as specified in the position's job descriptions.

Evaluation

The performance of all administrative personnel will be evaluated by the Executive Director or designee; the Executive Director shall make employment and salary recommendations to the Board of Control.

Administrators shall annually present evidence to the Executive Director or designee 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 Executive Director or designee.

Administrative Work Year

The administrators' work year shall be the same as SASED'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 Executive Director. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board of Control 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 of Control will consider the Executive Director's recommendations regarding compensation for individual administrators. The Executive Director's 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 contract renewal and nonrenewal issues.

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, 5/24A-1, ~~5/24A-3~~, and 5/24A-4.
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/Program Administrator), 5:30 (Hiring Process and Criteria), 5:250 (Leaves of Absence)

ADOPTED: December 19, 2007

UPDATED: February 22, 2017