

SECTION 3 - GENERAL ADMINISTRATION

SPEED - Special Ed

3:10 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, *District Philosophy*. Specific goals and objectives are to:

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards and progress towards meeting IEP goals.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are aligned with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-21.4, and 5/10-21.4a.

CROSS REF.: 1:30 (District Philosophy), 2:20 (Powers and Duties of the 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: May 25, 2023

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3:30 Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for SPEED personnel. These channels should be followed, and no level should be bypassed 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. When this is not possible, the division of responsibility must be clear.

CROSS REF.: 1:20 (Organization), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

Adopted: August 26, 2021

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3:40 Superintendent Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District programs and services in accordance with Board policies and directives, and State and federal law. 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 Superintendent is authorized to develop administrative procedures to implement Board policy.

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

Qualifications and Appointment

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Boards, District employees, students, and the community. The Superintendent shall hold proper state licensure/approval.

When the office of the Superintendent becomes vacant, the Governing Board will conduct a search to find the most capable person for the position and make recommendations to the Governing Board. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

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

Compensation and Benefits

The Governing Board and the Superintendent shall enter into a contract that conforms to this policy and State law. This contract shall govern the employment relationship between the Board and Operating Committee and the Superintendent.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 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: 2:240 (Board Policy Development), 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; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

Adopted: March 24, 2022

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3:50 Administrative Personnel Other Than the Superintendent

Duties and Authority

District administrative and supervisory positions are established by the Operating Committee and Governing Board in accordance with State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Operating Committee and ratified by the Governing Board, upon the Superintendent's recommendation, and contained in the respective position's job description.

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 performance of all administrative personnel will be evaluated by the Superintendent or designee; the Superintendent shall make employment and salary recommendations to the Operating Committee, and shall be ratified by the Governing Board.

Administrative Work Year

The administrators' work year shall be the same as the District's fiscal year, July 1 through June 30, as stated in the employment agreement. Each individual administrative contract shall govern the contractual days. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Governing 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 Operating Committee will consider the Superintendent's recommendations regarding compensation for individual administrators. Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel. All contracts shall be subject to final ratification by the Governing Board.

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; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

Adopted: March 24, 2022

3:60 Administrative Responsibility of the Building Principal

Duties and Authority

The Governing Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, 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 Superintendent 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.

Evaluation Plan

The Superintendent 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 Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent 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 Superintendent*.

LEGAL REF.:

105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.

10 ILCS 5/4-6.2, Election Code.

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

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

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 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; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

Adopted: March 24, 2022

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3:62 Staff Supervision

In all cases, personnel shall be supervised by the Building Principal and the Central Office administrators. The employing organization and its administrative staff shall be responsible for the supervision of the general functions of the program or service on a day-to-day basis and is/are recognized as the line supervisor(s). SPEED directly supervises its employees. School districts directly supervise their own employees.

SPEED 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 SPEED or a Member District may request a classroom visitation by the designated supervisor.
2. Professional Development - supervisors shall plan and conduct appropriate professional development activities.
3. Consultation - consultations regarding students, curriculum, instruction, etc., may be initiated by either the staff member or designated supervisor. Other administrative staff of either the District or a Member District may request a consultation between a service provider and his or her designated supervisor.
4. Records and reports - Appropriate records and reports may be requested by the designated supervisor.

ADOPTED:September 3, 2009

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3:70 Succession of Authority

If the Superintendent, 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 Superintendent. The Operating Committee and Governing Board shall be informed of the succession of authority.

CROSS REF.: 1:20 (Organization), 3:30 (Chain of Command)

Adopted: June 23, 2022

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