

## **General School Administration**

### **Superintendent**

#### Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with Board of Education policies and directives, and State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board of Education policy and otherwise fulfill his or her responsibilities.

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 of Education 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.

#### Powers and Duties

1. Attend all meetings of the Board, shall be a member of all committees, and shall attend all meetings of the same, except when his or her own appointment, performance, contract, or salary are being considered.
2. Advise the Board on recommendations for the educational advancement of the schools. The Superintendent shall have the responsibility for the formulation of school policies, plans, and programs; and otherwise prepare, or cause to be prepared, and present facts and explanations necessary to assist the Board in its duty of legislation for the schools.
3. Keep the Board informed as to how policies are being carried out, as to the conditions and efficiency of the different services of the school system, and shall report such other matters as are pertinent to the business at hand.
4. Recommend to the Board for its approval sales of all property no longer required by the Board. He or she shall be responsible for ascertaining that all purchases and sales follow the Board Policies covering purchases and sales.
5. Recommend to the Board for its approval the appointment, election, or employment, of all employees of the Board, except officers of the Board, and shall assign, transfer, and recommend to the Board for its approval the dismissal of any and all employees of the Board, except officers of the Board.
6. Direct the preparation of the annual budget for its adoption by the Board and shall administer the budget as enacted by the Board, acting at all times in accordance with legal requirements and the adopted policies of the Board.
7. Maintain, or cause to be maintained, such personnel records, pupil accounting records, business records, and any other records which he or she, with the approval of the Board, shall consider necessary.
8. Recommend to the Board for its approval the alteration or establishment of attendance boundaries for all schools in the interest of good administration of the instructional program and shall approve the special transfer of pupils from one district to another only when, in his or her opinion, the conditions in each case warrants such action.
9. Represent the schools before the public and shall maintain, through cooperative leadership, both within and outside the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.

10. See that all constitutional or statutory laws and the Peoria Charter or state regulations of the Board are effectively carried out.
11. Communicate, or cause to be communicated, to all employees, all actions of the Board relating to them.
12. Have power to make such rules and give such instructions to school employees and to pupils as may be necessary to make the policy and/or rules and regulations of the Board effective; and in all matters not covered by these regulations the Superintendent shall act on his or her own discretion if action is necessary and shall report his or her action to the Board for its information or approval.
13. With Board concurrence, authorize a one-year incentive up to 1.5% of the base salary for individual administrative team members if he or she believes special conditions of assignment or unusual performance warrants such change.

#### Qualifications

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 Board of Education, District employees, students, and the community. The Superintendent shall have a valid administrative certificate and superintendent's endorsement issued by the State Certification Board.

#### Evaluation

The Board of Education will evaluate the Superintendent's performance and effectiveness according to the terms contained in the Superintendent's employment agreement. A specific time should be designated for a formal evaluation session with all Board of Education members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, additional schooling, and in-service training or similar continuing education pursuits.

#### Compensation and Benefits

The Board of Education and the Superintendent shall enter into a employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board of Education and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-21.4, 5/10-23.8, 5/21-7.1, 5/24-11, 5/24-16, and 5/24A-3.  
23 Ill. Admin. Code §§

CROSS REF: 2:20 (Powers and Duties of the School Board), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development) 3:10 (Goals & Objectives)

ADOPTED: July 18, 2005

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