

General 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 of Education, upon the Superintendent's recommendation, and contained in the respective position's job description.

Qualifications

All administrative personnel shall have a valid administrative certificate and appropriate endorsements issued by the State Certification Board and such other qualifications as specified in the position's job descriptions.

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 Board of Education.

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 administrators' 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.

Compensation and Benefits

The Board of Education will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board of Education no later than the March Board of Education meeting.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

Administrative Personnel

- A. All administrative employees of the Peoria Public School System, certified or non-certified, are to be selected for their ability to do specific work, and such employees hold their positions at the discretion and judgment of the Superintendent, subject to the approval of the Board. Such administrative position as any person shall hold does not in any way change his/her basic status as a certified teacher.
- B. If, in the judgment of the Superintendent, any member of the administrative personnel is not meeting the requirements of his/her position, the Superintendent shall have the authority to take such action as he/she deems best, subject to the approval of the Board of Education.
- C. Any person holding an administrative position, and who is certified as a teacher, shall have the privilege at the end of any semester of requesting a transfer to a teaching position, and said request shall be granted, provided the said administrator makes his/her request thirty days before the end of the semester.

D. No administrative position shall be construed as having tenure as such in the school system.

LEGAL REF: 105 ILCS 5/10-21.4a, 5/24A-1, 5/24A-3, and 5/24A-4.
23 Ill. Admin. Code § 1.310.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 5:30 (Hiring Process and Criteria), 5:250 (Leaves of Absence)

ADOPTED: July 18, 2005