

## General School Administration

### **Administrative Responsibility of the Program Administrator/Building Principal**

#### Duties and Authority

The Governing Board, upon the recommendation of the Executive Director, employs the Program Administrator or Building Principal as the chief administrator and instructional leader of his or her assigned program or school. The primary responsibility is improvement of instruction. The Program Administrator or 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 Executive Director may assign, that are consistent with the Program Administrator's or Building Principal's education and training.

Each Program Administrator or Building Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher.

#### Evaluation Plan

The Executive Director or designee shall implement an evaluation plan for Program Administrators and Building Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Executive Director or designee shall evaluate each Program Administrator or Building Principal. The Executive Director 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 Executive Director*.

LEGAL REF.: 10 ILCS 5/4-6.2.  
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.  
105 ILCS 127/.  
23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Executive Director),  
5:250 (Leave of Absence)

Adopted: 3/13/2006  
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