

**BOARD POLICY: ADMINISTRATIVE PERSONNEL**

**3020**

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**Section A - Assignments**

The Board of Education of District #225 directs the superintendent to prescribe assignments for all administrators subject to compliance with relevant legal requirements and the provisions of the contract between each administrator and the Board.

**Section B - In-service**

The Board of Education directs the superintendent to develop in-service programs for administrators.

**Section C - Working Conditions**

The Board of Education directs the superintendent to develop policies and procedures for administrative personnel, including but not limited to, health examinations, work load, travel expenses, non-school employment, professional leaves, emergency leaves, absences, and vacations, subject to compliance with relevant legal requirements and the provisions of the contract between each administrator and the Board.

**Section D - Fringe Benefits**

The Board of Education directs the superintendent to recommend to the Board fringe benefit compensation provisions for administrative personnel.

**Section E - Vacations**

All twelve-month administrators shall be granted vacation in accordance with the procedures attached hereto.

**Section F - Professional Development Opportunities**

The Board of Education recognizes that administrators should make every effort to stay abreast of current theories and methods in education. Administrators shall be expected to attend professional meetings and periodic in-service workshops to improve skills in personnel management, supervision, instructional development, public relations and other aspects of school management as prescribed and approved by the superintendent.

Approved: March 5, 1973 (Item #4719)  
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Revised: February 28, 2000  
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