

General Administration

Administrative Responsibility of the Building Principal

Duties and Authority

The Executive Board, through the approval of the Administrative Agent District and upon the recommendation of the Director, employs a Building Principal as the chief administrator and instructional leader of SELA, and employs other Special Education Administrators. The primary responsibility of a Building Principal is the improvement of instruction. The 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 Director may assign, that are consistent with the Building Principal's education and training. Each Building Principal and Special Education Administrator shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher.

Evaluation Plan

The Director or designee shall implement an evaluation plan for the Building Principal and Special Education Administrators that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Director or designee shall evaluate the Building Principal and Special Education Administrators. The 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 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 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 19, 2026