BOARD POLICY: **ADMINISTRATIVE PERSONNEL** **3020**



## 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. Administrators may not be reimbursed for any unused vacation days at the time of their resignation from the district. Rather, vacation not converted to sick days under this Policy, earned and accrued, must be taken.

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)
Revised: January 28, 1985 (Item #8654)
Revised: February 28, 2000
Revised: January 9, 2006