

# Preschool Family Education Center Principal

## ***QUALIFICATIONS:***

### **Certification:**

- State of Illinois Professional Educator License – endorsed for Principal or General Administration
- Special Education Experience – Pre-K Endorsements in LBSI and Social Emotional Disorders Preferred

### **Experience:**

- Experience with grant writing and grant management for educational programming
- Minimum 3 years of administrative experience preferred (e.g. Principal, Assistant Principal).
- Supervisory and evaluation experience using Danielson framework
- Experience in working with at-risk populations and family support programs

## ***REPORTS TO:***

**Direct Supervisor:** Superintendent

## ***JOB GOALS:***

- Primary responsibility is in the improvement of instruction and the majority of the time shall be spent on curriculum and staff development
- All students meet or exceed growth expectations for learning and social emotional development

## ***RESPONSIBILITIES:***

### **Possesses and communicates a vision of the school and district mission**

- Communicates a clear vision for what the school could be for students
- Aligns the school vision, mission, values, and goals with the district vision, mission, values and goals
- Develops a well-articulated and communicated vision and mission
- Works with staff and parents to establish goals for the school
- Assures that school improvement efforts are aligned to grant requirements and district goals
- Assists staff in setting personal goals aligned with grant requirements and school and district goals

### **Demonstrates knowledge of the school curriculum and the instructional program**

- Demonstrates a working knowledge and an understanding of the relationship between Standards/ Assessment/ Instruction process
- Takes responsibility for the development, implementation, and evaluation of the school improvement plan
- Collects data to measure progress toward district and school goal attainment
- Facilitates communication of student achievement results to students, staff, parents and community

### **Supervises the teaching process and monitors student progress**

- Supervises the instructional programs to assure that performance expectations are met
- Works with staff to assure that classroom and school achievement results meet or exceed state and district learning standards
- Monitors student progress
- Involves the parent or guardian in monitoring student progress
- Works with staff to ensure effective instructional programs and services for at-risk learners
- Promotes increased student academic learning time

### **The building principal promotes a positive school climate and interpersonal relationships among students, community, and staff**

- Works to establish a collaborative culture within the school and district
- Promotes teamwork and collegiality
- Demonstrates behavior which promotes positive relationships within the school
- Demonstrates behavior that promotes positive relationships outside the school

***The building principal demonstrates planning and organizational skills***

- Proactive in planning and provides for smooth management within the building
- Fosters a flexible schedule to accommodate instructional needs
- Promotes organization of materials and equipment
- Facilitates organization and maintenance of facilities
- Facilitates all necessary planning and documentation required for compliance visits

**The building principal demonstrates effective communication skills**

- Uses effective personal communication skills
- Organizes and implements an effective internal and external communication system

**The building principal demonstrates skills in making decisions**

- Provides leadership to assure that decisions are made based on data collection and feedback of results
- Assures that sound decisions on the basis of available information
- Fosters an effective shared decision making process in the building
- Provides leadership in the development of an effective school instructional leadership team

**The building principal demonstrates sound fiscal management practices**

- Develops, monitors, and evaluates the building budget
- Follows district parameters and principles regarding the budget
- Allocates the building budget in response to building needs
- Assures that resources are aligned with school improvement plans and goals
- Assures that all deadlines are met and documentation is submitted to appropriate agencies in order to successfully capture and continue to secure grant funding for the Preschool Family Education Center

**The building principal improves professionally and provides staff with opportunities for professional improvement**

- Demonstrates professional improvement
- Encourages professional improvement for staff
- Establishes a school-based staff development program in accordance with established curriculum
- Provides time for school self-reflection and evaluation of programs and services within the school

## ***TERMS OF EMPLOYMENT:***

### **Work Year:**

11 Month

### **Bargaining Unit:**

Non-Bargaining Position

### **Salary and Benefits:**

Salary and benefits consistent per District #108 Administrator Pay Scale

## ***EVALUATION:***

Performance of this job will be evaluated in accordance with administrative procedures