

Principal

QUALIFICATIONS:

Certification:

- Supervisory certificate – Type 75 Administrative Certificate
- Administrative certificate with ability to evaluate certified personnel

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 state expectations for learning as assessed by Illinois Standards Achievement Test
- All students meet or exceed district expectations as assessed by local measures

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 district goals
- Assists staff in setting personal goals aligned with 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 a plan-do-study-act approach to improvement that involves necessary stakeholders
- 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 district 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 provide additional instructional programs and services for both the at-risk learner and the academically talented learner within the RtI process
- 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

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

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
- 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 to be established by the Board

EVALUATION:

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