

HIGH SCHOOL PRINCIPALSHIP

Reports to: District Superintendent

In general, some important functions that a Senior High Principal must perform are;

1. development and implementation of school goals, policies and direction.
2. organize and design appropriate school programs to accomplish pre-determined goals.
3. monitor progress, solve problems and maintain order.
4. procure, manage and allocate resources.
5. create a climate for personal and professional growth and development.
6. represent the school to the district office and the outside community.

The building principal is directly responsible for;

1. Recruiting, screening, hiring, training, assigning, and evaluating the school's professional teaching staff.
2. Supervises all professional, paraprofessional, administrative, and non-professional personnel assigned to the school.
3. Development of a meaningful and relevant in-service program for improvement of staff.
4. Development of a "positive" school climate for both staff and students.
5. Organizing and conducting faculty meetings/workshops as necessary for the proper functioning of the school.
6. Keeping educationally "current and up to date" in the field of educational administration by participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, and through enrollment in advanced level courses.
7. Maintenance of sound student discipline in accordance with due process to the rights of students.
8. Improvement in student morale by working closely with all factions of the student body.
9. Counseling students with both academic and personal problems/concerns throughout the year.
10. Formulating an "open door" policy with both students and staff to enhance the free flow of communication among all parties.
11. Supervising students throughout the day - before and after school, during passing time between classes, lunch hour/noon duty, etc.
12. Supervision at all extra-curricular activities throughout the year - athletics, music, clubs/school groups, etc.
13. Keeping abreast of changes and developments in the profession by attending professional meetings, reading professional journals, and discussing problems of mutual interest with others in the field.
14. Student pre-registration, building the Master Schedule and the registration of all students.
15. Assignment of teaching duties and responsibilities.

26. Makes arrangements for special conferences between parents and teachers.
7. Assumes responsibility for the safety and administration of the school plant.
28. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
29. Plans and supervises fire drills and an emergency preparedness program.
30. Provides for adequate inventories of property under his jurisdiction and for the security and accountability for that property.
31. Supervises all activities and programs that are outgrowths of the school's curriculum.
32. Supervises and evaluates the school's extracurricular program.
33. Serves as an ex officio member of all committees and councils within his school.
34. Assumes responsibility for all official school correspondence and news releases.
35. Organizes and administers the public relations program for the school.
36. Serves as a member of such committees and attends such meetings as directed to by the superintendent.
37. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
38. The principals' primary responsibility is in the improvement of instruction.
39. The principals shall spend a majority of their time on curriculum, staff development, and the establishment of clear lines of communication with parents and teachers regarding school goals, accomplishments, practices and policies.

TITLE: Principal Prairie Central Junior High School

QUALIFICATIONS:

1. A master's degree with a major in educational administration.
2. A valid state certificate to practice as a school principal.
3. At least two years of experience as a teacher.
4. At least three years of experience in public school administration and supervision.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES:

1. Teaching staff and paraprofessionals
2. Other professional staff
3. All nonprofessional school staff of assigned school
4. Other resource and service personnel

JOB GOAL: By use of leader, supervisory, and administrative skills, to make assigned school so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains an effective learning climate in the school.
2. Initiates, designs, and implements programs to meet specific needs of the school.
3. Keeps the superintendent informed of the school's activities and problems.
4. Makes recommendations concerning the school's administration and instruction.
5. Prepares and administers the school budget and supervises school finances.
6. Supervises the maintenance of all required building records and reports.
7. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.

8. Works with various members of the central administrative staff school problems of more than inschool import, such as transportation, special services, and the like.
9. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
10. Maintains active relationships with students and parents.
11. Supervises the school's education program.
12. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
13. Programs classes within established guides to meet student needs.
14. Assists in the development, revisions, and evaluation of the curriculum.
15. Supervises the guidance program to enhance individual student education and development.
16. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
17. Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
18. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
19. Supervises all professional, paraprofessional, and non-professional personnel attached to the school.
20. Participates in the selection and supervision of all school building personnel.
21. Supervises the school's teaching process.
22. Prepares the master teaching schedule and any special assignments.
23. Orients newly assigned staff members regarding their individual and group performance.
24. Evaluates and counsels all staff members regarding their individual and group performance.
25. Conducts meetings of the staff as necessary for the proper functioning of the school.

TITLE: Principal of ~~Chatsworth~~ Chatsworth Elementary Schools

QUALIFICATIONS:

1. A master's degree with a major in educational administration.
2. A valid state certificate to practice as a school principal.
3. At least two years of experience as a teacher.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES:

1. Teaching staff and paraprofessionals
2. Other professional staff
3. All Educational Support staff assigned to the school.
4. Other resource and service personnel

JOB GOAL: By use of leadership, supervisory, and administrative skills, to make assigned school so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Administers the operations of the school.
2. Observes in the day to day management of the school, Board policies and administrative regulations, budget limitations, and employee and other contacts.
3. Assists in the recruiting, screening, training, hiring, and assigning of school staff.
4. Interprets the school's program to the community and enlists the participation of the community in school life.
5. Assists in the ongoing improvement of the school curriculum.
6. Advises the Unit office on activities in the school and supervises the submission of required reports.
7. Reports to central office regarding the needs of the school with respect to personnel, equipment, supplies, and curriculum.
8. Administers the schools' budgeted allocations.
9. Establishes and maintains an effective learning climate in the schools.
10. Establishes guides for proper student conduct and maintaining discipline.
11. Supervises the schools' teaching process.

2. Coordinates such support services as maintenance, security, food services, recreational programs, financial and accounting functions and learning center activities.
13. Supervises the schools' special education programs.
14. Evaluates all staff members regarding their individual and group performance.
15. Participates in principals' meetings, and such other meetings as are required.
16. Cooperates with college and university officials regarding teacher training and preparation.
17. Conducts staff meetings to keep members informed of policy changes and new programs.
18. Keeps the Superintendent informed of the schools' activities and problems.
19. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
20. Works with various members of the Unit Office staff on school problems such as transportation, maintenance and special services.
21. Conducts school-wide testing.
22. The principals' primary responsibility is in the improvement of instruction.
23. The principals shall spend a majority of their time on curriculum, staff development, and the establishment of clear lines of communication with parents and teachers regarding school goals, accomplishments, practices and policies.
24. Performs the following responsibilities as assigned by the Superintendent:
 - a. Prepares applications and supervises the Prairie Central Pre-School program.
 - b. Prepares application and supervises the Prairie Central Chapter I Program.
 - c. Prepares applications and supervises all federal programs.
 - ✓. Prepares applications and supervises all state programs.
 - ✗. Supervises district special education program.
 - ✗. Assist the Superintendent with guiding the district through the requirements of the ISBE Recognition and Quality Review Process.

Title: Assistant Principal of Meadowbrook/Chatsworth Elementary Schools

Qualifications:

1. Master's Degree with a Major in Educational Administration.
2. Valid state certificate to practice as a school Principal.
3. At least two (2) years of experience as a teacher.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Principal of Meadowbrook/Chatsworth

Supervises:

1. Teaching staff and paraprofessionals.
2. Other professional staff.
3. All educational support staff assigned to the schools.
4. Other resource and service personnel.

Job Goal: By use of leadership, supervisory, and administrative skills, to make assigned schools so as to promote the educational development of each student.

Performance Responsibilities:

1. Monitor student attendance.
2. Assisting with guidelines for proper student conduct and maintaining discipline.
3. A involvement at open houses, parent conference nights, and PTO.
4. Assists with evaluation of employees and supervision of the teaching process.
5. Participates with student assistance and special education.
6. Provides supervision before/after school.
7. Assists in curriculum responsibilities as assigned by the Principal.
8. Assists in the recruiting, screening, training, hiring, and assigning of school staff.
9. Fulfills teaching responsibilities as assigned based on qualifications and certification.

**BASIC JOB DESCRIPTION
FOR
ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR**

1. Act as building principal in the absence of the principal.
2. Conference with juvenile authorities concerning students.
3. Student discipline (discipline will be shared with the building principal).
4. Attendance follow-up of truant students.
5. Supervision of teachers on hall duty and noon duty.
6. Scheduling of transportation of students to away athletic contests.
7. Staff and student parking assignments.
8. Title IX coordinator.
9. Encourage self improvement of all employees.
10. Be responsible for supervising the scheduling of all inter-scholastic athletic events and contracting of athletic officials.
11. Maintain the calendar for usage of the physical plant.
12. Be responsible for substitute teachers.

SHARED RESPONSIBILITIES

1. General supervision of students.
2. General supervision of halls during classes and class changes.
3. Supervision of all student activities (athletics, concerts, etc.)
4. Assist principal in public relations and orientation programs for students and parents.
5. Keep counseling staff informed of student problems. (daily and weekly reports)
6. Keep the principal informed:
 - a. of situations that could lead to major problems
 - b. of faculty members who are having a large number of discipline problems

Basic Job Description of Ass't. Principal/A.D.
Shared Responsibilities
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7. Visitation and evaluation of staff.
8. Supervision of ticket sales to students.
 - a. Athletic
 - b. Bus, etc.
 - c. Lunch
9. Assist with special services.
10. Assist with the master schedule and student scheduling.
11. Recommend curriculum improvements and innovations.
12. Assist in textbook selection and revision.
13. Assist in developing district policies.
14. Assist principal in recommending and developing quality in-service programs.
15. Handling of absences, tardiness, and excuses.
16. Help in cafeteria supervision.
17. Supervision and evaluation of non-certified staff.
18. Assist with any other duties assigned by the building principal.

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