

CASEY-WESTFIELD COMMUNITY UNIT SCHOOL DISTRICT C-4

JOB DESCRIPTION

TITLE: ELEMENTARY PRINCIPAL

QUALIFICATIONS:

1. State certification in Educational Administration.
2. M.S. Degree and Educational Administration Certificate.
3. A minimum of two years teaching experience.
4. Such alternatives to the above qualifications as appropriate and/or acceptable.

REPORTS TO: Superintendent of Schools

DUTIES AND RESPONSIBILITIES:

1. He/She shall enforce the rules of the Board, the Superintendent, and the State Board of Education.
2. He/She shall be directly responsible for the administration of the Elementary School and shall work cooperatively with all administration and staff to ensure the best possible programs and experiences for students. He/She will also involve the community, students, and parents to facilitate a quality and successful academic and extra-curricular program in the Elementary School.
3. He/She will coordinate the district learning objectives, learning assessments, and school improvement plan.
4. He/She will be responsible for advertising, recruitment, screening, recommending, training, supervising, evaluating, and scheduling staff members and volunteers assigned to his/her building.
5. He/She is responsible for evaluating the work of the teachers and for reporting this information to the Superintendent when required and/or requested. The primary responsibility of the Principal is the improvement of instruction and the majority of his/her time shall be spent on curriculum and staff development.
6. He/She shall be responsible for:
 - a. working with the Administrative Assistant to organize the supervision of arrival, dismissal, lunchroom, noon-hour, and all other areas in the best interest of the students.
 - b. working with the Administrative Assistant to establish disciplinary procedures and provide support for teachers experiencing student discipline problems
 - c. working with parents of students experiencing severe discipline problems.
7. He/She will be responsible for:
 - a. Conducting fire drills; three per year.
 - b. Conducting disaster drills when he/she deems necessary.
 - c. Using discretion in seeing that doors are open for students at the proper times.
 - d. Receiving absentee calls from staff and securing appropriate substitutes.
8. He/She shall:
 - a. see that all purchase orders for materials and services originating in his/her buildings are approved by him/her.
 - b. receive all fees collected from students in his/her buildings and keep an accurate account of money received and expended.
 - c. direct supply, textbook, and equipment requisitions, budget preparation, and the activity account administration.

- d. develop and maintain a monthly and annual calendar of activities and events for the Elementary School.
 - e. be responsible for the accurate preparation of all class schedules, cumulative records, attendance reports, grade cards, special reports, and other required record keeping. He/She will ensure the preparation of special recognition and honor awards.
9. He/She will:
- a. remain current with special education rules and regulations. Participate as local education agency representative in special education staffings.
 - b. maintain the appropriate contacts with outside agencies that represent or work with the Elementary School students and families.
 - c. ensure that the Elementary School students receive the appropriate counseling as needed.
10. He/She will work with the Athletic Director to:
- a. prepare for tournaments, games, and conference events held at the Elementary School. This includes working with the custodial staff to ensure that the facilities are ready for all home events and practices.
 - b. maintain good communication regarding scheduling to ensure that conflicts are avoided and/or dealt with productively.
11. He/She will support the local community/school organization through good communication, encouraging staff participation in meetings and events, and recognition and appreciation of the services provided.
18. He/She will encourage the involvement of community volunteers in the Elementary School.
11. He/She is responsible for providing proper care of the building and grounds. He/She will exercise general supervision of the work of the custodians, housekeepers, and maintenance staffs. He/She shall make written recommendations to the Superintendent as to changes needed, repairs, etc. in his/her buildings prior to directing such work.
12. He/She will be available in the building during established office hours. When he/she is absent from the building for any reason, it is his/her responsibility to ensure that the Administrative Assistant or other designee is available to handle any issues which may arise.
13. He/She will keep the Superintendent informed of all pertinent information regarding all phases of the school operation.
14. Performs other tasks and duties as necessary and assigned by the Superintendent.

TERMS OF EMPLOYMENT: Teacher work year plus forty (40) days.

EVALUATION: Annually by the Superintendent as per the District Principal Evaluation Plan. Professional Practice shall be evaluated using a rubric aligned to The Illinois Performance Standards for School Leaders and include student growth as a significant factor.

COMPENSATION: Determined annually by the Board of Education.