



Principal Job Description

Duties and Authority per School Board Policy 3:60

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in the Building Principal's contract or as the Superintendent may assign, that are consistent with the Building Principal's education and training.

Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Job Goals

- Primary responsibility is in the responsibility of instruction and the majority of time shall be spent on curriculum and staff development
- All students meet or exceed expectations for learning as assessed by Common Core Standards
- All students meet or exceed district expectations as assessed by local assessments

Responsibilities

- Living a Mission and Vision Focused on Results
- Leading and Managing Systems Change
- Improving Teaching and Learning
- Building and Maintaining Collaborative Relationships
- Leading with Integrity and Professionalism
- Creating and Sustaining a Culture of High Expectations
- Management of School

Qualifications & Skills

- Must have a valid Illinois Professional Educator License (PEL)
- Must have at least 4 years of teaching experience
- Must have a principal endorsement and appropriate credentials to evaluate teachers
- Must have a positive attitude and approach to meeting the needs of our students and staff
- Must have flexible thinking and be able to consider all information when making decisions
- Must display fair judgment, time management, and an ability to prioritize
- Must be organized and detail oriented

Job Duties

- Drive instruction and support curriculum initiatives in the district
- Provide professional development to staff when appropriate
- Utilize data in decision making
- Evaluate teachers and support staff



- Establish and support respectful relationships with all faculty and staff
- Build relationships with students and their families
- Understand and provide support to the challenges our students and families face
- Supervise some evening activities and sporting events
- Assign coverage of all building absences
- Approve and schedule building assemblies, ceremonies, and other building activities outside of the normal school day
- Approve staff purchase orders
- Manage principal budget
- Other duties as assigned by administration

Salary & Benefits

- Salary: Negotiable with Superintendent based on experience and certifications
- Health Insurance offered
- Dental Insurance offered
- Life Insurance offered
- Vision Insurance offered
- Teacher Retirement Services (TRS) employee contributions covered by the Board
- Health Insurance employee contribution covered by the Board during contract months
- Dental Insurance employee contribution covered by the Board during contract months
- Eligible for tuition reimbursement of up to three graduate level courses per year
- Eligible for mileage reimbursement for transportation during the scopes of duty
- 12 sick days and 3 personal days per school year. Unused sick leave days may accumulate up to the limit imposed under the collective bargaining agreement for certified staff. Unused personal days accumulate as sick days towards retirement

Evaluations

- Evaluated on an annual basis by the District Superintendent no later than March 1st.