



PRINCIPAL

Qualifications:

1. Illinois Type 75 Certification — Administrative/Superintendent Endorsement (preferred)
2. A minimum of 5 years in an Educational Leadership Position
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To: Superintendent

Supervises: Staff members designated by the Superintendent

Job Goal: The primary responsibility of the Principal is the improvement of instruction and to provide inspiring educational opportunities for all students.

Performance Responsibilities:

1. Supervise the implementation of programs, curriculum, delivery of instruction, and assessment of student performance.
2. Responsible for the recruitment, selection, training, scheduling, and evaluation of diverse certified and non-certified staff.
3. Responsible for day-to-day operation of the school including facilities, supplies, instructional materials, personnel, budgets, and overall school safety.
4. Collaborate with all district administrators on issues pertaining to the school system at large.
5. Effectively communicate student progress, information on school programs, and district offerings to both parents and the general public.
6. Develop and continually communicate a school vision, mission, and goals in line with those of the district.
7. Demonstrate continual growth as an administrator through the use of professional goals, while maintaining currency with educational issues, instructional strategies, and programs.
8. Responsible for developing a school culture and climate conducive to dynamic working relationships among staff, students, and parents by conducting themselves in an ethical manner.
9. Act as an advocate for students.
10. Perform all other duties necessary as assigned by the Superintendent or his/her designee.

Terms of Employment:

Salary to be established by the Board of Education on an annual basis
12 month

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.