

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 93

JOB DESCRIPTION

Job Title: **Principal**
 Pay Schedule/Range: **24 pays per year**
 Reviewed Date: **October 30, 2025**

Reports To: **Superintendent**
 FLSA Status: **Exempt**
 Work Year: **July 1 – June 30 (231 days)**

SUMMARY: As the instructional leader, responsible for increasing student achievement at the assigned school by developing an aligned and coherent instructional system and by managing the school site operation in accordance with Board of Education policies. Guide the development of and promote strong community relations among community, school clientele, and all stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Physical presence during all scheduled work hours is required. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate the development and implementation of the school improvement plan in accordance with the district mission. <ul style="list-style-type: none"> Develop and monitor all members of the staff to build their capacity to meet the learning needs of the students by monitoring student achievement Develop and implement an embedded collaborative professional learning model which focuses on improving instructional practice and results in increased student achievement. Develop and implement knowledge of developmental needs and effective pedagogy for students and interdisciplinary approaches. Use data to analyze and plan for differentiated support for staff and students. 	D	50%
2. Supervise and evaluate all staff assigned to the building.	D	20%
3. Monitor, implement, and support Board policies, state and federal statutes and regulations, and the Collective Bargaining Agreements.	W	5%
4. Perform a wide range of managerial responsibilities related to, but not limited to, staffing, scheduling, budget, technology, busing, and facilities.	D	5%
5. Communicate and collaborate with families and community members; respond to diverse community interest, needs, and concerns; and mobilize community resources.	M	2%
6. Develop, implement, and monitor a school-wide plan to ensure the safety of students and staff in accordance with established district policies and procedures.	D	2%
7. Monitor and supervise extracurricular activities.	M	2%
8. Coordinate and facilitate processes and meetings by being instrumental in bringing people and resources together and by actively engaging in district meetings.	M	2%
9. Implement and monitor teams for various purposes.	D	10%
10. Actively participate in professional organizations, committees, etc.	M	1%
11. Perform other duties as assigned.	Ongoing	1%
TOTAL =		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree plus additional coursework required for certification or licensure
- Minimum of five years of experience in teaching/administration, including a minimum of three years of teaching

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Illinois Professional Educator License (PEL) registered in DuPage County
- General Administrative Endorsement required
- CPI (Crisis Prevention Intervention) training required
- CPR certification required
- Criminal background check required for hire; employment contingent on appropriate results
- Valid driver's license, state identification, or passport
- Qualified teacher and principal evaluator

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication
- English language skills
- Bilingual oral and written communication skills preferred
- Advanced interpersonal skills

- Advanced skill in dealing with students and staff with diverse needs at various levels
- Advanced leadership, management, problem solving, collaboration, and team-building skills
- Advanced time management, organizational, multi-tasking skills
- Intermediate to advanced knowledge of and ability to develop, monitor, and evaluate curriculum, discipline plans, and supervision/safety plans
- Advanced knowledge of accounting, budget systems, and math
- Ability to develop, evaluate, and manage budgets
- Serve as a model of a technology competent user
- Promote digital citizenship and responsibility
- Knowledge of school law, policies, procedures, and guidelines
- Knowledge of data analysis, curriculum and instruction, budgeting and accounting, special education laws, and master agreement/labor relations
- Ability to maintain confidentiality in all aspects of the job
- Treats others with respect, works with integrity and ethics, and demonstrates teamwork skills
- Ability to manage multiple tasks with frequent interruptions, to use time efficiently, to demonstrate attention to detail, to follow instructions and respond to management direction
- Ability to promote and follow Board of Education policies, Superintendent, building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced operating knowledge of and experience with personal computers, peripherals, and office software.
- Operating knowledge of and experience with typical office equipment, such as telephones, multi-function machines, E-mail, etc.
- Operating knowledge of the Google Suite

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

POSITION TITLE	
Reports to:	Superintendent

Direct reports:	POSITION TITLE	# of EMPLOYEES
	Assistant Principal	1-2
	Licensed Staff	20-70
	Homebound Tutor	1
	Paraprofessional	8-20
	Lunchroom Supervisor	5-8
	Custodian	1-4
	Head Custodian	1
	Secretary for School	2-3
	Registered Nurse	1
	Substitute	1-25

- Responsible for interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; and recommending reward, discipline, and termination of employees.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is frequently required to instruct and copy.