

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201

JOB DESCRIPTION

Job Title: **Principal, K thru 4**
 Pay Schedule/Range: **\$95,000-\$105,000**
 Prepared/Revised Date: **May 2026**

Reports To: **Superintendent**
 FLSA Status: **Exempt**
 Work Year: **225 Days**

SUMMARY: Reporting to the Superintendent, the K-4 Principal serves as the primary administrative and instructional leader of the school, directly supervising all building administrators, faculty, and staff. The Principal ensures operations comply with legal requirements stipulated by State and Board policies, while constantly striving to achieve and maintain the best possible educational program and environment for student learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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
1. Supervises the procurement and distribution of instructional equipment and supplies.
2. Establishes an instructional and supply budget for the building.
3. Supervises the guidance and counseling services to enhance individual student achievement and development.
4. Monitors the school testing program.
5. Coordinates and supervises student assemblies.
6. Cooperates with other administrators in the horizontal and vertical articulation of the educational program.
7. Holds individual and group conferences and classroom visitations with teachers for the improvement of instruction and morale.
8. Serves on the district curriculum committees and advisory committees, e.g. discipline, grading.
9. Prepares an annual evaluation for each employee in accordance with the approved Teacher Evaluation Plan.
10. Assists in planning and directing professional development workshops for personnel.
11. Supervises the school's educational program.
12. Maintains positive, active relationships with students and parents.
13. Leads in the development, determination of appropriateness and monitoring of the instructional program.
14. Provides leadership in the development, revisions, and evaluation of the curriculum.
15. Programs classes within established guidelines to meet student needs.
16. Establishes high standards of student conduct and develops guidelines for proper student conduct and maintaining student discipline.
17. Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
18. Supervises the maintenance of accurate records on the progress and attendance of students.
19. Assumes responsibility for the attendance, conduct, and maintenance of health of students.
20. Assumes responsibility for his/her own professional growth and development through membership and participation in professional organizations, through attendance at regional, state, and national meetings, through enrollment in advance courses, and the like.
21. 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.
23. Supervises all professional, paraprofessional, administrative, and non-professional personnel assigned to the school.

24. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the schools professional staff.
25. Orients newly assigned staff members and assists in their development, as appropriate.
26. Approves the master teaching schedule and any special assignments.
27. Evaluates and counsels all staff members regarding their individual and group performance.
28. Assists in the in-service orientation and training of teachers, with special responsibility for staff-administrative procedures and instructions.
29. Recommends the removal of a teacher whose work is unsatisfactory as defined by the evaluation process.
30. Assumes responsibility for the safety and administration of the school building and grounds, including planning and supervision of fire drills and emergency preparedness programs.
31. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
32. Asserts leadership in times of civil disobedience in school in accordance with established Board policy.
33. Provides inventories of property under his/her jurisdiction and ensures the security and accountability for that property.
34. Supervises all activities and programs that are outgrowths of the school's curriculum including the supervision and evaluation of the school's extracurricular program.
35. Participates in principals' meetings, negotiations meetings, and such other meetings as required or appropriate.
36. Serves as an ex officio member of all committees and councils within his/her school.
37. Assumes responsibility for all official school correspondence and news releases.
38. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
39. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
40. Responsible for implementing and supervising policies and procedures for the protection of students' constitutional and statutory rights.
41. Responsible for implementing and supervising policies and procedures for legal and proper student testing, special education administrative costs, and evaluation, identification, and placement of special education students as well as confidentiality of student psychological profiles and records, discipline records of students..
42. Responsible for implementing policies and procedures for the safe supervision of students during the school day and at extra-curricular activities.
43. Performs such other tasks as directed by the Superintendent.

EDUCATION AND RELATED WORK EXPERIENCE:

- General Administrative Licensure
- Previous administrative experience preferred but not required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- PEL License and Administrative Endorsement is required for this position
- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.
- Certification of good health signed by a licensed physician

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Bilingual oral and written communication skills preferred
- Effective communication skills (Verbal and written)
- Effective typing skills

- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	
	Principal	
	POSITION TITLE	
Direct reports:	All building administrators, faculty and staff	# of EMPLOYEES Appx. 75

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 a minimum of 20 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 occasionally required to instruct and copy.