

# Crete-Monee School District 201-U

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## JOB DESCRIPTION

**TITLE: Elementary Principal**

### Purpose Statement

The position of Elementary Principal has been established for the purposes of; providing leadership, evaluation and support of staff, and ensure compliance with all district policies, procedures, and processes to promote the educational development of each student. In addition, it is the Principal's responsibility to insure the smooth operation and management of the school building and to recommend policy changes that affect building operations.

### Reports To

Superintendent

### Essential Functions

- Interpret and enforce district policies, procedures, and processes
- Manage building budgets including but not limited to; personnel counts and materials
- Supervise and evaluate certified, non-certified staff, and operational staff
- Oversee all operations of the school building and campus

### Job Responsibilities

- Develop, supervise, and maintain a positive learning environment
- Coordinate school improvement team and school improvement planning process
- Promote an inclusive culture within various departments and within the school building
- Meet regularly with superintendent to review activities as specified
- Designs methods to provide high expectations and performance of administrators, staff, and students
- Identify, recommend, and supervise initiatives in curriculum, staff development, instructional improvement, and assessment
- Participate in development and implementation of curriculum goals and learning outcomes related to Illinois State Standards
- Participate in development and implementation of staff development activities
- Develop and supervise ongoing programs to address school climate
- Coordinate student and staff recognition programs
- Design methods to provide high expectations to staff and students
- Establish guidelines for proper student conduct and interactions
- Enforce discipline as necessary according to due process rights of students
- Manage building wide budget
- Work with Business Manager in developing yearly budget
- Oversee and approve building level spending
- Manage building activity accounts
- Oversee building maintenance, operations, and custodians

- Submit/apply for grants
- Manage grant spending at building level
- Monitor building Special Education Program and staff
- Oversee building intervention referral process
- Assist in monitoring compliance with district, state, and federal rules and regulations
- Participate when appropriate in special education conferences
- Communicate with students, families, and the community
- Conduct regular staff meetings
- Distribute monthly parent newsletters
- Develop and maintain student handbook
- Communicate with district office on school affairs
- Create activities which encourage parent and community participation
- Oversee development, implementation, and supervision of programs which maximize student involvement and compliment the instructional program
- Participate in the recruiting, screening, hiring, and training of school staff
- Ensure that all school-year opening and closing activities are carried out
- Direct school emergency plans including all drills required by law
- Hold position of liaison to community.
- Representative to PTO
- Works with local governmental and non-governmental agencies
- Develops community outreach programs
- Maintain school-wide calendar
- Work with building representatives of the local associations to insure compliance with contractual agreements
- Final building approval on purchase orders, personal days, field trip requests, and requests for professional activities
- Reporting and analyzing trends in personal, vacation, and sick days of building employees
- Supervision duties in all areas of the site and campus as needed.
- Assume responsibility for his/her professional growth
- Carry out all other duties, assignments, and responsibilities as assigned.

**Job Requirements: Minimum Qualifications**

- Illinois Professional Educator License with General Administration Endorsement, Principal Endorsement, or Type 75 Administrative Certificate
- Minimum of five years teaching experience required.
- Three or more years of administrative experience preferred.
- Other administrative/teaching experience as requested by Board of Education and Superintendent
- Must meet state requirement for evaluation of certified staff within eight weeks of employment
- Proven time management and organizational skills

**Job Requirements: Skills, Knowledge and Abilities**

- Ability to maintain confidentiality.
- Commitment to high standards for all students and stakeholders.
- Focus on students and the development of programs that impact student achievement and growth.
- Ability to inspire, support, and work collaboratively with talented staff, students, and parents.
- Understanding of the components of leadership and the ability to successfully impact change.
- Ability to facilitate collaboration and team building through shared decision making.
- Long-range planning and systematic evaluation of programs and staff.
- Possess positive views of children and families served.
- Ability to effectively communicate with all stakeholders, both in verbal and written form.

### **Physical Requirements**

This job requires light physical exertion, including:

- Exerting up to 20 pounds of force occasionally
- Exerting up to 10 pounds of force as frequently as needed to move objects
- Ability to move throughout the building and the building site as needed

### **Terms of Employment**

This is a twelve-month position. Salary and benefits are to be determined by the Board of Education.

### **Classification**

This position is classified as a non-union, exempt, Administrative Principal position.

### **Evaluation**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.