



Job Title:	Junior High School Principal
Location:	Building Site
Division / Department:	District K-8 School Team
Reports to:	Executive Director of K-8 Schools
Level / Grade:	Certified Administrator / TRS
Type of Position:	Full - time
Hours / Work Year:	Exempt / 12 Month

Mission Statement:

Together, we empower, support, and motivate all students to thrive along their unique educational journey.

About the District:

Oswego Community Unit School District 308 is a Pre-Kindergarten to 12th grade unit school district that serves the communities of Oswego, Aurora, Joliet, Montgomery, Plainfield, and Yorkville. The District is the 7th largest public school district in Illinois and serves nearly 17,000 students. The community of Oswego, IL is 68 square miles and located approximately 46 miles west of Chicago, IL within an easy commute to all the recreational and cultural activities the city has to offer.

General Description:

Under the general supervision of the Executive Director of K-8 Schools, the Junior High Principal serves as the learning leader of the school community—a leader who uses personal, social, and systems intelligence to transform a school into a learning organization through a mindset of growth, services, and cultural responsiveness. The Principal is responsible for providing leadership in the development of effective instructional practices, impactful diversity and equity initiatives, and responsive programs and services.

Performance Responsibilities:

- Work with the staff and community to build a shared mission, and vision of high expectations that ensure all students are on path to college and career readiness.
- Ensure that the school’s identity, vision, and mission drive all school decisions.
- Create and implement systems to ensure a safe, orderly, and productive environment for student and adult learning for the purpose of achieving school and district improvement targets.
- Establish and maintain a safe, effective learning environment
- Demonstrate an understanding of the change process and use leadership and facilitation skills to manage it effectively.
- Collaborate with staff to develop and implement a consistent framework for effective teaching and learning that includes a rigorous and relevant standards-based curriculum, research-based instructional practices, and high expectations for student performance.

- Establish a continuous improvement cycle that uses multiple forms of data and student work samples to support individual, team, and school—wide improvement goals, identify and address target areas for improvement, measure outcomes and celebrate successes.
- Ensure that differentiated instructional practices which address identified student needs are implemented with fidelity.
- Evaluate the effectiveness of instruction and of individual teachers by conducting frequent formal and informal observations and provide timely, specific feedback on instruction as part of the district teacher appraisal system.
- Ensure the development of high performing instructional teacher teams by providing training and support grounded in best practices designed to advance student learning and performance.
- Create a collaborative school community where the school staff, students, families, and community interact regularly and share ownership for the success of the school.
- Engage families and communities proactively in supporting student learning and the school's shared mission, vision and learning goals.
- Attend special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
- Work with the school staff and community to create a positive learning environment by ensuring equity, fulfilling professional responsibilities with honesty and integrity, and modeling professional behavior.
- Demonstrate personal and professional standards and conduct that enhance the image of the school and the educational profession.
- Support a climate that values, accepts and understands cultural diversity and multiple perspectives.
- Protect rights and confidentiality of the students and staff.
- Establish and monitor a culture of high aspirations and achievement for every student
- Require staff and students to demonstrate consistent values and positive behaviors aligned to the school's vision and mission.
- Lead a school culture and environment that successfully develops the full range of students' learning capacities; academic, creative, social-emotional, behavioral and physical.
- Prepare and submit the school's budgetary requests and monitor expenditures of building funds including activity funds.
- Supervise the maintenance of all required building and student records and reports.
- Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
- Establishes guidelines for proper student conduct and maintaining student discipline.
- Maintains and controls the various local funds generated by student activities.
- Performs all other duties as assigned.

Qualifications:

- Illinois Professional Educator License with a Principal or General Administrative Endorsement.
- Master's Degree in Education Administration.
- 5 years of teaching or related service experience.
- Five years of successful administrative experience, preferred.
- Experience with serving multilingual families and communities, preferred.
- Experience with the School Leader Paradigm, preferred.
- Excellent interpersonal skills and a collaborative leadership style.
- Knowledge of school improvement processes.
- Strong knowledge of curriculum, assessment, and educational policy.

- Prioritizes equity and rightful presence.

Competencies:

The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

- **Analytical Skills:** Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Identifies data relationships and dependencies. Designs workflows and procedures.
- **Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Conflict Resolution:** Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflicts.
- **Planning & Organization:** Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.
- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in the decision making process. Makes timely decisions.
- **Managing People:** Provides direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities. Makes self available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.
- **Teamwork:** Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts the success of the team above their own interests.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee is frequently required to reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Employee may experience constant interruptions and inflexible deadlines. The noise level in this environment is quiet to moderate. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

The information contained in this job description is in compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties performed by the individual holding this position may be assigned.

FLSA Status: Exempt

Salary Schedule: [Compensation Scales](#)

Bargaining Unit: Non-Bargaining

Approved Date: 3/23/2026