



**Community Consolidated School District 62**  
777 Algonquin Road  
Des Plaines, IL 60016

**Job Description**

**JOB TITLE:** Interim Principal  
**DEPARTMENT:** Administration  
**TERM:** As Needed

**LOCATION:** D62 Schools  
**REPORTS TO:** Superintendent

**Position Summary:** The interim principal provides leadership, supervisory, and administrative skills on a substitute or interim basis as needed in District 62. The interim principal is responsible for the daily operations of the school, encompassing all aspects of the principal role on an as-needed basis.

**Qualification Requirements:**

The interim principal must be of good character and of unquestionable morals and integrity. The interim principal shall have the experience and skills necessary to work effectively with the learning community, the district leadership team, students, parents, and the community.

- Previous leadership experience as a Principal, Assistant Principal or District Administrator required.
- Current and valid Illinois Professional Educator License with Administrative or Principal endorsement required.

**Supervisory Responsibilities:** This job has responsibilities for all certificated staff, educational support staff employees, student teachers, interns, and volunteers working in the school as well as all students while in the classroom, on school grounds, during district transportation to and from school and during all before and after-school activities.

In order to perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the skills, abilities and demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Skills Required:**

- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of employees and the general public.
- Ability to establish and maintain effective working relationships with the Board of Education, staff members, parents and students.
- The ability to communicate clearly and concisely, both orally and in written form. Ability to write reports as needed. The ability to effectively present information and respond to questions.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to perform essential duties within District requirements and Board of Education policies.

**Physical Demands:**

- While performing the duties of this job, the employee is regularly required to sit, stand, talk and hear.
- The employee is frequently required to stand; walk, operate office and computer equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Specific vision abilities required by this job include close vision, and the ability to adjust focus. In addition, the ability to withstand long-term use of computer monitors is required.
- The employee may occasionally lift up to 30 pounds.
- The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours.
- The employee is responsible for the safety, well-being, and work output of others.

**Work Environment:**

The noise level in the work environment is consistent with the noise level in all areas of a school building. However, on occasion, the noise level will be high.

Work is usually conducted indoors; outdoors work is also required including pick up/drop off and recess. This work could be conducted at any school district location.

**Compensation:**

Daily Rate - \$650; long term assignments will have a higher rate correlated to increased responsibility.