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## MIDDLE SCHOOL PRINCIPAL

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Situated on the shores of Lake Michigan and just north of Chicago, Evanston/Skokie School District 65 is a pre-K through 8th grade public school district serving approximately 6,500 students from the City of Evanston and a small neighboring section of the Village of Skokie. The district represents a wide range of ethnic, economic, racial, and cultural backgrounds and serves a community that not only supports but truly embraces public education. District 65 focuses on educating the “whole child” and is deeply committed to social and emotional learning as well as fostering a safe and supportive school climate for our students.

### **Job Summary:**

Reporting to the Office of Instructional Leadership, the Principal creates a safe learning environment and sets performance goals both for students and teachers, and puts systems in place to ensure those goals are attained. As the instructional leader of the school, the Principal is responsible for setting an ambitious school-wide vision and goals that are aligned to the District’s mission and strategic goals. Additionally, this role is responsible for directing site operations, enforcing policies and regulatory requirements, providing information and serving as a resource to others within the school and the broader community.

### **The Principal will be held accountable for the following duties and responsibilities:**

- Sets ambitious school wide vision and goals, aligned to the District’s mission and strategic goals, that prepare students for success in high school and post-secondary.
- Creates sustainable systems and structures for the purpose of guiding instruction and support for students and building a positive school culture and climate for everyone in the school community.
- Maintains a robust family and community engagement system and structure in the school community.
- Delegates responsibility for a variety of administrative functions to other personnel (e.g. the Assistant Principal or a teacher, etc.) for the purpose of managing the workload more efficiently and/or assuming responsibility for the school in the absence of the Principal.
- Develops budgets and financial forecasts for the purpose of maximizing resources for students and recommendations to administrative personnel, Superintendent and/or governing Board.
- Evaluates teachers and Assistant Principal(s) in accordance with the District 65 teacher evaluation and Illinois administrator model for the purpose of improving instruction.
- Supervises school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the school's curriculum.
- Facilitates communication between personnel, students and/or parents for the purpose of supporting students and improving school programs.
- Monitors the fidelity of curriculum implementation to ensure high quality, rigorous instruction for all students.
- Monitors and supports the implementation and successful execution of professional learning communities in each curricular department.
- Maintains high standards of student conduct and enforce discipline as necessary for the purpose of providing a safe and optimal learning environment in recognition that students who do not feel safe cannot learn.
- Manages school administrative functions (e.g. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.



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- Prepares a wide variety of materials (e.g. licensed and non-licensed staff evaluations, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Reviews instructional practices in each classroom on a regular basis for the purpose of improving teaching and learning.
- Uses data for the purpose of guiding decision-making.
- Is present and engaged in all district and community meetings related to their school.
- Communicates important updates to community stakeholders including students, staff, parents, and community partners.
- Prioritizes efforts to include key stakeholders representative of the school community in school decisions (Parents from multiple racial/ethnic/linguistic groups).
- Encourages a school-wide practice of cultural equity.
- Performs any other duties as assigned.

**In order to be successful and achieve the above responsibilities, the Principal must possess the following qualifications:**

- Effectively facilitate adult and student learning in multiple settings on various topics
- The ability to develop trusting, relationship-centered, outcome-driven school teams
- Creates and maintains robust family and community structures and systems in the school.
- Be task-oriented, efficiently delegate, and manage time to complete assignments in a timely and efficient manner amidst frequent interruptions
- Collaborate with stakeholders across the departments and the broader school community to coordinate important initiatives
- Possess high levels of organization in order to develop structures and systems to sustain the work of the department
- Encourages open communication, confronts difficult situations, maintains objectivity, keeps emotions under control, and uses negotiation skills to resolve conflicts.
- Shows respect and sensitivity for cultural differences, educates others on the value of diversity, promotes a harassment-free environment, builds a diverse workforce, and demonstrates knowledge of EEO policy.
- Exhibits ethical and moral behavior in everyday business conduct, earns trust of others by disclosing information and admitting mistakes, recognizes and resolves ethical questions, ensures organizational ethics are widely understood, encourages open discussion of ethical issues, and creates an environment that rewards ethical behavior

**Skills, Knowledge and Abilities:**

- Ability to articulate a vision, set high standards, clearly articulate priorities, and effectively guide stakeholders in the realization of expectations set



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- Effective strategic planning capabilities, including the ability to establish long-term vision and goals, create and implement robust and meaningful School Work Plans, and align/manage activities toward goal fulfillment
- Strong leadership and team building skills, e.g. ability to develop high performing teams united around a clear vision for serving schools and achieving student success
- Ability to analyze academic data to determine strengths and areas for improvement, determine strategies and action steps to address areas of growth, and actualize efforts toward improvement
- Ability to prepare and maintain accurate records, be organized, schedule and follow-through with a number of activities and meetings, maintain confidentiality, set priorities, and adapt to changing work priorities.
- Work and effectively communicate with a diverse individuals and/or groups
- Create a positive and motivating school climate for students, staff and community; structure and comply with district and school safety and security practices.

### **Position Qualifications**

- Five (5) years of teaching experience and two (2) years of school level administrator experience, at the assigned level of school is preferred.
- Masters degree in Education or job-related area.
- Professional Educators License (PEL) with General Administrator and/or Principal endorsement
- Illinois Performance Evaluator Qualification (Teacher & Principal required)
  - Principal Evaluation Training for Teacher/Educators Evaluators
  - Principal Evaluation Training for Principal Evaluators

### **Continuing Education /Training:**

Maintains Certificates and/or Licenses

Maintains Illinois Administrative Academies

### **Required Testing:**

TB Test

### **Clearances:**

Criminal Justice Fingerprint/Background Clearance

Pre-Placement Medical Clearance