

Riverside Public School District 96

Job Description

Position: School Principal – Grades K-5

Qualifications:

- Current Professional Educator License with General Administrative or Principal endorsement.
- Master's degree in educational administration or related field, from an accredited institution, with at least twenty (20) semester hours in the areas of administration, supervision, and curriculum and related courses.
- Minimum of four years of successful teaching experience.
- Demonstrated knowledge and expertise in the areas of educational leadership collaborative decision-making, data driven school improvement strategies, and current instructional practices.
- Current First Aid and Cardiopulmonary Resuscitation training recommended.
- Strong communication and interpersonal skills.

Reports to: Superintendent

Supervises: Teachers and Support Staff

Evaluated by: Superintendent

Job Goal: To use instructional leadership, supervisory, and administrative skills to align the school's activities and staff function to the district's mission while promoting the educational development of each student and the efficient operation of the school program.

Performance Responsibilities:

A. Instructional Leadership

- Provides overall instructional leadership for improvement of the student learning/educational program in the building, assesses curricular needs and makes recommendations for necessary changes in the instructional program.
- Directs, supervises, and evaluates the instructional program of the school, observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials that are consistent with research on learning and child growth and development.
- Ensures that the learning activities of each classroom are planned and organized with due regard for individual differences and the needs of the students.
- Provides orientation and guidance of new teachers in the instructional program.
- Assigns student and teachers to classrooms.
- Plans for provision of instructional materials.
- Conducts individual and group conferences with teachers.
- Works with district-wide curriculum committees.
- Implements district-wide curriculum.
- Conducts staff meetings on curriculum and instruction.
- Directs the development and implementation of school improvement plans within the building.
- Attends school functions, as appropriate.
- Analyze student data and use that analysis to improve student learning.

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- Ensure each teacher is following the district curriculum.
- Establishes appropriate expectations for teachers and engages in direct supervision to insure that those expectations are being met.
- Establishes and communicates high expectations for student achievement and behavior.
- Facilitates leadership of a continuous improvement process within a middle school setting including MTSS and Social Emotional Learning.
- Establishes the Master Schedule to address student learning across the continuum of curriculum, learning and support.

B. Personnel Administration

- Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Keeps staff informed and seeks ideas for the improvement of the school.
- Assists with the interviewing and selection of personnel; orients new employees to the building and to the schedule of services available.
- Conducts staff meetings on district procedures.
- Promotes harmonious staff relationships within the building.
- Supervises the work of district employees assigned to the principal's building to ensure that all job responsibilities are met or exceeded.
- Observes, confers with, and evaluates employees under the principal's supervision, according to the provisions of Board policy, contracts, and the School Code.
- Provides opportunities for effective professional development that address the needs of the instructional program and the needs of the staff.
- Employs methods which foster a non-threatening environment conducive to openness and cooperation and which invites participation in the decision-making process when appropriate.

C. Building Operations

- Conducts all mandated drills.
- Inspects the buildings, grounds and equipment for health and safety factors.
- Requests maintenance work to be done in and around the building.

D. School-Community Relations

- Organizes and maintains a public relations system for the school that consistently celebrates and informs parents and the community of the accomplishments of student, staff, and school.
- Responds to concerns of staff, parents, and community regarding the educational program.
- Communicates regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the students in the school.
- Works with School PTA/PTO and other parent organizations.
- Promotes a positive image of the school in community.
- Coordinates the implementation of the parent-teacher conference schedule.
- Interprets the school program to faculty and community.
- Develops positive relationships with community agencies.

E. Business Administration

- Prepares and submits annual school budget requests to the district office.

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- Supervises school financial accounting in accordance with procedures of the Superintendent's office.
- Keeps inventories of all instructional materials and equipment.
- Requisitions materials and services.
- Certifies receipt of goods and services and approve invoices for payment.

F. Student Personnel Services

- Determines eligibility of students for attendance and classification within school boundaries and building.
- Supervises the guidance program where appropriate.
- Supervises student attendance.
- Maintains student discipline.
- Directs supervision of student activities after regular school hours.
- Considers student welfare in carrying out duties of principalship.
- Follows and implements all laws and procedures related to the safety, security and welfare of students, staffs, and facilities.

G. Other

- Works collegially and effectively with other members of the administrative team.
- Completes in a timely fashion all records and reports required by law and regulation or requested by the Superintendent.
- Continues to grow professionally through collaboration with colleagues and professional growth experiences.
- Performs any duties that are within the scope of employment and certification, as assigned by the Superintendent.
- Other duties as assigned.

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