

**TITLE:** Elementary School Principal

**PURPOSE:** The Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

**QUALIFICATIONS:**

- Five years experience in education
- Three years of the five years shall be successful experience in a school leadership role
- Thorough knowledge of the principles, methods, strategies, goals and objectives of public education
- Master's degree in related field (e.g. Educational Administration)
- Administrative license required
- State of Illinois PERA certification preferred
- Experience ensuring a standards-based and aligned curriculum that meets the needs of all students and student groups is implemented
- Experience ensuring the implementation of high-quality, effective classroom instructional strategies that improve performance of all students and student groups is implemented
- Experience ensuring equity, culturally responsive practices are developed and implemented
- A proven track record of eliminating achievement gaps that is supported by data
- Ability to coach and develop teachers by providing actionable feedback to improve the quality of instruction
- Ability to use student level data to drive continuous improvement ensuring every student has sufficient opportunity to meet and exceed standards
- Ability to maintain a supportive, secure and respectful learning environment that ensures the social, emotional and physical well-being of staff and students
- Knowledge of procedures, techniques and strategies pertaining to the administration of school level operation
- Ability to effectively plan, organize and coordinate the management functions and activities of school operation
- Ability to carry out responsibilities with little or no supervision
- Ability to handle multiple priorities with frequent interruptions
- Ability to promote a positive, caring climate for learning
- Ability to effectively analyze problems, issues and concerns and formulate appropriate alternative solutions
- Ability to deal sensitively and fairly with persons from diverse cultural backgrounds
- Ability to interact effectively with student, staff, parents and community members

- Organizational, prioritization, communication and interpersonal skills required to achieve the goals of the position

**REPORTS TO:** Assistant Superintendent of Teaching and Learning  
P-12 Director of Teaching and Learning  
Assistant Director of Teaching and Learning

**SUPERVISES:** School Staff

**MAINTAINS LIAISON WITH:**

Central Administration  
Building Principals  
Professional Development Institute Personnel

### **DUTIES & RESPONSIBILITIES:**

(The following are the essential fundamentals to include but not limited to the following job duties.)

- Establishes and maintains a shared vision of success.
- Outlines and tracks clear goals, targets and strategies aligned to the school vision that continually improves teacher effectiveness and student outcomes.
- Establishes a culture of continuous improvement.
- Develops and uses effective conflict-management and consensus-building skills.
- Makes effective decisions that support school and district goals.
- Develops and implements strategic school improvement plans.
- Ensures a standards-based and aligned curriculum that meets the needs of all students and student groups.
- Ensures the implementation of high-quality, effective classroom instructional strategies that improve performance of all students and student groups, ensuring equity, culturally responsive practices and eliminating achievement gaps.
- Coaches and develops teachers by providing actionable feedback to improve the quality of instruction.
- Ensures the use of student level data to drive continuous improvement ensuring every student has sufficient opportunity to meet and exceed standards.
- Recruits, hires, mentors and retains high-quality staff.
- Conducts rigorous evaluations of staff for continuous improvement and accountability for results.
- Trains, develops and supports a high-performing school staff.
- Creates a distributed leadership model to develop leadership capacity of school staff.

- Establishes, trains, coaches and develops effective leadership teams.
- Manages resources (people, financial, equipment) effectively to support the organizational goals.
- Utilizes all funds in compliance with state and federal guidelines, while maximizing the goals of the school.
- Ensures campus facilities, equipment and support systems operate safely, efficiently and effectively.
- Establishes organizational structures and practices for all stakeholders that result in the effective and efficient operation of the school to ensure student achievement.
- Maintains a supportive, secure and respectful learning environment that ensures the social, emotional and physical well-being of staff and students.
- Develops and maintains positive relationships with partner organizations and all stakeholders.
- Models and promotes the highest standard of conduct, ethical principles and integrity in decision-making, actions and behaviors.
- Models personal and professional growth mindset and meaningfully contributes to the growth of the profession.

**TERMS OF EMPLOYMENT:** Salary is based upon salary schedule established by the Board. 240 days per year.

**LEVEL:** 16

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, see, talk, and hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus with or without correction.

Hear in the normal audio range with or without correction.

**MENTAL DEMANDS:**

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to compute. The employee occasionally is required to copy.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. The job is performed under minimal temperature variations and a generally hazard free environment.

*Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.*