



CARY SCHOOL DISTRICT 26
JOB DESCRIPTION
CARY JR HIGH SCHOOL PRINCIPAL

Reports To: Superintendent

Supervises: Assistant Principal(s), Teachers, Support Staff, Administrative Assistants, Custodial Staff, and all other building personnel

Position Summary: The Middle School Principal provides instructional leadership, operational management, and a safe, supportive learning environment for all students and staff. This role is responsible for promoting high levels of academic achievement, fostering positive student behavior, engaging families and the community, and ensuring that the school operates efficiently and in alignment with district goals, policies, and strategic priorities.

Qualifications:

- Valid Illinois Professional Educator License (PEL) with General Administrative or Principal Endorsement
- Master's Degree in Educational Leadership, Administration, or related field
- Minimum of five years of successful teaching experience; administrative experience preferred
- Strong understanding of middle-level education, curriculum development, and best instructional practices
- Demonstrated ability to lead, manage, and evaluate staff
- Excellent communication, organization, and interpersonal skills
- Experience with school improvement planning, data-driven decision-making, and supporting diverse learners

Responsibilities Include:

- Providing instructional leadership that supports effective teaching practices, curriculum implementation, and student achievement
- Leading the school improvement planning process and monitoring progress toward goals
- Supervising, evaluating, and supporting all building staff
- Creating and maintaining a positive school culture that prioritizes student well-being, safety, and belonging
- Overseeing building operations including scheduling, budgeting, reporting, and compliance with district and state requirements
- Managing student discipline and behavior systems in alignment with district policies
- Engaging families and the community as partners in the educational process
- Ensuring effective communication between the school, district office, staff, families, and community partners
- Coordinating professional development and fostering ongoing staff growth



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- Leading crisis response procedures and maintaining a safe learning environment
- Monitoring student progress and ensuring equitable access to academic and extracurricular opportunities
- Other duties as assigned by the Superintendent

Skills:

- Leadership and team-building
- Strong instructional knowledge and ability to coach educators
- Effective communication, public speaking, and community relations
- Ability to analyze data and make informed decisions
- Conflict resolution and problem-solving
- Organizational skills and ability to manage multiple priorities
- Commitment to equity, inclusion, and culturally responsive practices

TERMS OF EMPLOYMENT:

This is a 240 day per year position. Salary and benefits as established by the Board of Education

JOB DESCRIPTION CREATION / REVISION DATE:

12/12/2025