



JOB DESCRIPTION

TITLE: BUILDING PRINCIPAL

QUALIFICATIONS:

- Professional Educator License with General Administrative Endorsement.
- Masters Degree in Educational Administration, Curriculum and Instruction, or related field.
 - Doctorate degree in Educational Administration, Curriculum and Instruction, or related field, preferred.
- Multiple years of high school senior leadership experience.
 - Prior Building Principal administrative experience, preferred.
- Multiple years of experience managing and evaluating certified and/or administrative staff.
- Multiple years of grades 8 through 12 teaching experience.
- Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of students from historically underrepresented groups.
 - Prior experience working in a large and diverse school district, preferred.
- Ability to think critically to effectively solve and communicate problems in a fast-paced environment where the demands for work are varied, and unpredictable in scope and volume.
- Ability to analyze data and provide sound recommendations based on policy, procedure, practice, and existing regulations.
- Demonstrated history of building a strong school culture by adapting curriculum and programs that meet the needs of students and creating a positive learning environment for students that involve staff and parents to promote high student achievement.
- Familiarity building a master schedule, preferred.
- Prior experience with school construction planning and projects, preferred.

JOB GOAL:

The Principal provides leadership and supervision in administering the educational program of the High School in order to promote the educational development and achievement of students in accordance with Board of Education policies, Illinois School Code, administrative procedures, rules and regulations, and other applicable laws.

REPORTS TO: Assistant Superintendent of Student Services

PERFORMANCE RESPONSIBILITIES:

The principal will work with the staff and community to build a shared mission, and vision of high expectations that ensure all students are on the path to college and career readiness and hold staff accountable for results.

- Facilitate efforts to establish and implement a shared mission and vision for the school that leads to academic growth for all learners;
- Ensure that the school's identity, vision, and mission drive all school decisions;
- Conduct difficult but crucial conversations with individuals, teams, and staff based on student performance data in a timely manner for the purpose of enhancing student learning and achieving improved results.

Leading and Managing Systems Change

The principal will create and implement systems to ensure a safe, orderly, and productive environment for student and adult learning for the purpose of achieving school and district improvement targets.

- Lead the development, implementation, and monitoring of school improvement targets with measure school wide academic achievement and school climate indicators;
- Establish and maintain a safe, effective learning environment;
- Collaborate with district and school staff to allocate personnel, time, material, adult learning resources appropriately to achieve school improvement plan targets;
- Support district and school goals by managing fiscal and physical resources of the school responsibly, efficiently and effectively;
- Utilize current technologies to support leadership and management function;
- Demonstrate an understanding of the change process and use leadership and facilitation skills to manage it effectively.

Improving Teaching and Learning

The principal will work with the school staff and community to develop a research-based framework for effective teaching and learning that is refined continuously to improve instruction for all students.

- Collaborate with staff to develop and implement a consistent framework for effective teaching and learning that includes a rigorous and relevant standards-based curriculum, research-based instructional practices, and high expectations for student performance;
- Establish a continuous improvement cycle that uses multiple forms of data and student work samples to support individual, team, and school-wide improvement goals, identify and address target areas for improvement, measure outcomes and celebrate successes;
- Ensure that differentiated instructional practices which address identified student needs are implemented with fidelity;
- Select and retain teachers with the expertise to deliver instruction that maximizes student learning;
- Evaluate the effectiveness of instruction and of individual teachers by conducting frequent formal and informal observations and provide timely, specific feedback on instruction as part of the district teacher appraisal system;
- Ensure the development of high performing instructional teacher teams by providing training and support grounded in best practices which are designed to advance student learning and performance;
- Develop systems and structures for professional development and teacher collaboration that provide and protect time allotted for these purposes;
- Ensure that professional growth plans are linked to data derived from school improvement plan results and teacher evaluations.

Building and Maintaining Collaborative Relationships

The principal will create a collaborative school community where the school staff, students, families, and community interact regularly and share ownership for the success of the school.

- Create, develop and sustain relationships that result in active student engagement in the learning process;
- Utilize meaningful feedback of students, staff, families, and community in the evaluation of instructional programs and school practices;
- Engage families and communities proactively in supporting student learning and the school's shared mission, vision and learning goals.

Leading with Integrity and Professionalism

The principal will work with the school staff and community to create a positive learning environment by ensuring equity, fulfilling professional responsibilities with honesty, integrity, and modeling professional behavior. Demonstrate personal and professional standards and conduct that enhance the image of the school and the educational profession;

- Create, model behavior, and support a climate that values, accepts and understand cultural diversity and multiple perspectives;
- Protect rights and confidentiality of the students and staff.

Creating and Sustaining a Culture of High Expectations

The principal works with staff and community to build a culture of high expectations and aspirations for every student by setting clear staff and student expectations for positive learning behaviors and by focusing on students' social-emotional learning.

- Establish and monitor a culture of high aspirations and achievement for every student;
- Require staff and students to demonstrate consistent values and positive behaviors aligned to the school's vision and mission;
- Lead a school culture and environment that successfully develops the full range of students' learning capacities-academic, creative, social-emotional, behavioral and physical.

TECHNICAL

SKILLS: The individual must be proficient in computer usage, word-processing, spreadsheets, presentation and other school-based software.

PHYSICAL

REQUIREMENTS: The individual must be able to stand or sit for long periods of time, be mobile to move from one place to another, stoop, bend and able to lift up to 30 pounds.

TRAVEL

REQUIREMENTS: The individual will need to provide own transportation to district and professional meetings as required.

ADDITIONAL

DUTIES: Performs other related tasks and/or duties as assigned by the Superintendent.

TERMS OF

EMPLOYMENT: 12 months.

FLSA STATUS: Exempt

PERFORMANCE

EVALUATION: ISBE State Approved Assistant principal Evaluation Plan

SALARY

RANGE: \$170,000 to \$200,000