



North Chicago Community Unit School District #187 Position Description

POSITION TITLE: Principal

LOCATION: Green Bay Early Childhood Center (Birth - 4 years old)

REPORTS TO: Chief Operations Officer

North Chicago School District 187 is seeking a principal for Green Bay Early Childhood Center, which serves students from Birth to 4 years old. The Principal of Green Bay Early Childhood Center serves as the instructional and operational leader of the school, fostering a safe, nurturing, and equitable learning environment that prepares our youngest learners for lifelong success. The Principal is responsible for cultivating a school culture that embraces whole-child development, family partnerships, and high-quality early childhood instruction aligned with Illinois Early Learning Standards and District 187's vision of "empowering and preparing each child."

QUALIFICATIONS:

Licensure:

- Valid Illinois Professional Educator License (PEL) with Principal Endorsement.
- Completion of the Illinois Performance Evaluation Reform Act (PERA) requirements for teacher and principal evaluation.

Education:

- Required – Bachelor's degree from an accredited college or university in Education or related field.
- Required – Master's degree in Educational Leadership, Early Childhood Education, or related field.

Experience:

- Required – Five (5) years of successful teaching experience working with a diverse student population.
- Required – Two (2) years of successful administrative experience.
- Preferred – Five (5) years of prior successful early childhood teaching experience working with a diverse student population in an urban school setting.
- Preferred – Five (5) years of prior successful administrative experience.
- Preferred – Early Childhood Endorsement
- Preferred – Spanish speaking

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

To be successful as a leader in D187, the next Green Bay principal will need to be able to:

- Support instructional strategies through professional development and in-class coaching.
- Facilitate staff teams using student data.

- Implement with a high level of fidelity the curriculum identified and selected by district committees.
- Foster a positive culture of high expectations for adults and students that perpetuates a growth mindset.
- Collaborate with military liaisons to offer direct services to families.
- Collaborate with district leaders to improve alignment between schools in the district.
- Implement behavior management procedures and social-emotional learning curricula.
- Demonstrate success in instructional leadership and fostering positive school culture.
- Strong knowledge of child development, early literacy, social-emotional learning, and trauma-informed practices.
- Work with a wide range of data sources including observational data.
- Experience working in urban or diverse school communities (preferred).
- Familiarity with Head Start/Early Childhood grants and compliance (preferred).
- Bilingual (English/Spanish) skills (preferred).

Serving as a principal in District 187 will empower the next leader with unparalleled opportunities to grow, innovate, and advance in their career. The next principal will be able to:

- Accelerate young children's developmental and academic growth by building a strong foundation in literacy, numeracy, and social-emotional skills—achieving outcomes that exceed what is typically possible in comparable suburban districts.
- Pioneer high-quality instructional practices in a district that prioritizes early literacy, social-emotional learning, and family engagement.
- Lead, coach, and inspire a diverse team of teachers and support staff, while strengthening professional learning communities focused on continuous improvement.
- Collaborate with parents, caregivers, community agencies, and military partners from Naval Station Great Lakes to strengthen wraparound supports for children.
- Partner with the Superintendent, Chief Operations Officer, and the District leadership team to align school priorities with districtwide goals, contribute to strategic planning, and influence early childhood initiatives across the system.
- Establish a nurturing, equity-focused environment that supports our youngest learners and builds a strong foundation for their future success.
- Gain support for strategic initiatives from philanthropic support above and beyond district budgeting.

KNOWLEDGE, SKILLS AND ABILITIES:

Technical:

- Proficient computer skills including Google Suite, PowerSchool SIS, and Frontline Applications
- Knowledgeable of child development, early literacy, numeracy, and social-emotional learning; ensures instruction aligns with Illinois Early Learning Standards and district goals
- Manages school operations, including safety, compliance, and scheduling, to create a well-functioning and supportive environment for students and staff.
- Works effectively with data and research to develop and assess district strategies that increase student learning

Interpersonal:

- Handle confidential information professionally
- Ability to use discretion and exercise sound judgment

- Effective oral and written communication skills and strong interpersonal skills
- Good organizational and time management skills
- Evidence of dependability, integrity, and a strong work ethic
- Ability to take the initiative, work independently, meet deadlines, follow complex directions, and adapt to changing demands, activities, and workloads

DISTRICT CORE COMPETENCIES:

1. Instructional Leadership in Early Childhood
2. Equity & Cultural Responsiveness
3. Family & Community Engagement
4. Talent Development & Staff Leadership
5. Visionary & Reflective Leadership
6. Organizational & Operational Management

PHYSICAL DEMANDS:

Working Conditions: The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a clean and healthy environment.

TERMS OF EMPLOYMENT: 12-month position, 260 days.

SALARY RANGE: Salary Band VII (\$110,000-\$165,000); benefits include board paid TRS, health, dental and life insurance.

EVALUATION: Annual

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. Scheduling flexibility is required to accommodate changing school/district needs. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The North Chicago Community Unit School District #187 is an Equal Opportunity Employer with established policies prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history (unless a satisfactory credit history is an established bona fide occupational requirement of a particular position) or other legally protected categories. The Chief Operations Officer (847-689-8150) addresses questions regarding student discrimination, and the Director of Human Resources (847-689-8150) answers questions concerning staff discrimination.

CREATED: 11/2025