



Palos Heights School District 128

Job Title: Interim Principal	Department: Administration
Reports To: Superintendent	Terms of Employment: 2 months

Job Description Overview:

The Principal serves as the instructional leader of their building. The principal supports the development, implementation and maintenance of instructional programs that foster students' academic, social and emotional growth. The principal is directly responsible for the supervision, development and evaluation of building staff and programs. The principal demonstrates instructional leadership, supervisory, and administrative skills to align the school's programs to the district's mission in an efficient and fiscally responsible manner.

Qualifications:

- Master's degree in Educational Leadership related field from an accredited institution
- Valid Illinois Professional Educators License (PEL)
- Endorsement: General Administrative
- Minimum of 5 years of teaching experience
- Successful experience as an administrator or building leader
- Teacher Evaluation Certification
- Excellent verbal and written communication skills
- Strong interpersonal skills
- Demonstrates knowledge and expertise in the areas of educational leadership, shared decision-making, school improvement strategies, and current instructional practices

Principal Duties and Responsibilities (Essential Functions):

Instructional Leadership

- Aligns the school program with the mission and vision of the district

- Demonstrates a child-centered philosophy of education and advocates for the welfare of each student in his/her care
- Provides overall instructional leadership for improvement of the student learning/educational program in the building, aggregates and analyzes data and assesses student needs to identify building instructional goals supporting continuous improvement in student growth and achievement
- 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
- Plans for provision of instructional materials
- Knowledge of the MTSS process and strategies for differentiating instruction to meet individual student needs
- Ability to work with a diverse student population
- Knowledge of Positive Behavioral Interventions and Support (PBIS) and Social Emotional Learning Standards and Competencies for supporting whole child development
- Works with district-wide curriculum committees
- Implements district-wide curriculum
- Directs the development and implementation of a school improvement plan
- Exhibits extensive knowledge of curriculum and works cooperatively with staff and colleagues to design and implement effective instruction
- Knowledge of Professional Learning Community concepts and facilitation of the process at the building level
- Knowledge and understanding of Danielson Framework for evaluation and how to use the framework as means for improving teaching and learning

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
- Responsible for the selection of personnel and staff assignments at the building level
- Knowledge and implementation of Administrative Procedures
- Promotes collaborative staff relationships within the building and across schools
- 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 Illinois School Code
- Provides opportunities for effective professional development that address the needs of the instructional program and the needs of the staff
- Provides orientation and guidance of new teachers in the instructional program.

Building Operations

- Demonstrates competence in the management of the physical school facility
- Responsible for the management and implementation of the District Crisis Plan including the implementation of all required safety drills
- Responsible for overseeing the buildings, grounds and equipment to maintain a healthy and safe environment for learning

Business Administration

- Coordinates and administers building budget utilizing staff input and making recommendations for staffing and building needs
- Supervises school financial accounting in accordance with procedures of the Business Office
- Maintains inventories of all instructional materials and equipment
- Completes purchase requisitions materials and services approving purchase orders and P-card payments
- Certifies receipt of goods and services and approve invoices for payment • Responsible for fiscal management of activity funds

School-Community Relations

- Organizes and maintains a public relations system for the school that consistently communicates relevant school programming information and highlights to parents and the community
- Responds to concerns of staff, parents, and community regarding the educational program
- Communicates regularly with parents creating opportunities for input to develop a strong home-school partnership in support of students
- Works with the district Parent Faculty Association to support programming
- Promotes a positive school image community-wide
- Coordinates the implementation of the parent-teacher conference schedule • Develops positive relationships and partnerships with community agencies

Student Support

- Oversees individual student programming for any identified student needs as outlined in IEPs and 504 plans

- Fosters a positive school culture and climate through a schoolwide system that addresses the needs of students and staff
- Manages student attendance and identifies students at-risk for truancy
- Maintains student discipline
- Directs supervision of student activities and extracurricular programming

Administrative Responsibilities

- 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

Physical Requirements:

- The employee should have the physical capabilities to perform the job functions

Disclaimer

- Nothing in this job description restricts administration's right to assign or reassign duties and responsibilities to this job at any time;
- This description reflects administration's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned;
- This job description is subject to change at any time
- District 128 will make reasonable accommodations in compliance with the American with Disabilities Act of 1990