



Posen-Robbins School District 143 ½

JOB DESCRIPTION

TITLE: Principal

Purpose Statement

The position of Principal has been established for the purposes of providing leadership, supervisory, and administrative skills to promote the educational development of each student. The principal's primary responsibility is the improvement of instruction and the development of curriculum and staff. In addition, it is the principal's responsibility to ensure the smooth operation and management of the school building and to recommend policy changes that affect building operations.

Reports To

Superintendent

Essential Functions

- Demonstrate support for the mission, beliefs, and goals of the Posen Robbins School District 143 ½.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Interprets and enforces district policies and administrative regulations.
- Supervise and evaluate certified and non-certified staff.
- Improvement of instruction through intense focus on curriculum and staff development.

Job Responsibilities

- Develop, supervise, and maintain a positive learning environment
- Supervise and evaluate Assistant Principal
- Evaluates certified and non-certified staff
- Directs building-wide curriculum, instruction, and assessment
 - Participates in development and implementation of curriculum goals and learning outcomes related to Illinois State Standards
 - Participate in development and implementation of staff development activities
- Develops and supervises ongoing programs to address school climate
 - Coordinates student and staff recognition programs
 - Designs methods to provide high expectations for staff and students
 - Establishes guidelines for proper student conduct and interactions
 - Enforces discipline as necessary according to due process rights of students
- Manages building-wide budget
 - Works with Chief School Business Officer in developing yearly budget
 - Oversees and has final approval on building level spending
 - Ensures the proper management of building activity accounts

- Interprets and enforces district policies and administrative regulations
- Oversees building maintenance, operations, and custodians
- Disseminates public information
 - Weekly administrator meetings
 - Monthly staff meetings
 - Monthly parent communication
 - Communication with district office on school affairs
- Coordinates school improvement team and school improvement planning
- Creates activities which encourage parent and community participation
- Oversees development, implementation, and supervision of programs which maximize student involvement and complement the instructional program of the school
- Meets regularly with superintendent to review activities as specified
- Assists in the recruiting, screening, hiring, and training of the school's staff
- Ensures all opening and closing activities are assigned
- Directs school emergency plan
- Holds position of liaison to community
 - Representative to PTO
 - Develop community outreach programs
- Maintains school-wide calendar
- Final approval on purchase orders, personal days, field trip requests, and requests for professional activities
- Supervision duties as needed including:
 - Hallways between periods
 - Lunchroom
 - Before and after school
 - Designated outside and inside activities
- Assumes responsibility for his/her own professional growth

Job Requirements: Minimum Qualifications

- Masters or Doctorate with Professional Educator License endorsed in General Administrative (Type 75)
- Previous administrative experience preferred

Terms of Employment

This is a 12-month position

Salary will be established by the Board of Education.

Evaluation

Performance of this job will be evaluated by the Superintendent in accordance with established procedures for administrative evaluation.