



## **RICH TOWNSHIP HIGH SCHOOL DISTRICT 227**

### **Position Description**

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**TITLE:** High School Principal

**REPORTS TO:** Superintendent or Designee

**FLSA STATUS:** Administrative or Exempt

**TERMS OF EMPLOYMENT:** 12-month, full time

**Salary:** Commensurate with education and experience

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### **Position Summary / Purpose**

The High School Principal serves as the instructional leader and chief administrator of the school, responsible for ensuring high levels of student achievement, equitable outcomes, and post-secondary readiness for all students.

As a 21st-century leader, the Principal provides vision, inspiration, and strategic direction to create a high-performing, student-centered learning environment. This role promotes learning for students, staff, families, and the broader community while developing globally competent citizens prepared to thrive in college, careers, and a democratic society.

The Principal leads a dynamic and collaborative school community grounded in continuous improvement, data-informed decision-making, and a commitment to the whole child—academic, social-emotional, behavioral, creative, and physical development. This position ensures alignment of curriculum, instruction, assessment, and school culture while maintaining a safe, inclusive, and high-functioning learning environment.

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### **Qualifications**

- Valid Illinois Professional Educator License (PEL) with General Administrative endorsement (or eligibility)
- Qualified Teacher and Principal Evaluator (per Illinois requirements)
- Minimum of 3–5 years of successful administrative experience, preferably at the high school level
- Demonstrated success in improving student achievement and leading school improvement efforts
- Strong knowledge of curriculum, instruction, assessment, and data systems
- Experience leading diverse teams and building a positive school culture
- Demonstrated ability to use technology and data systems to improve instruction and operations
- Strong organizational, communication (written and oral), public relations, and interpersonal skills
- Ability to interpret and implement Board policy, and state and federal regulations
- Demonstrated educational leadership qualities and the ability to work effectively with students, staff, families, and community stakeholders
- Additional qualifications as determined by the District

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# Essential Duties and Responsibilities

*Other duties may be assigned.*

The Principal represents and promotes the District's mission and vision, supports Board goals, and ensures effective outcomes in student achievement, school climate and safety, operational efficiency, and staff performance.

The Principal collaborates with the administrative team to lead school operations in alignment with local, state, and federal policies and to develop, implement, and monitor a comprehensive School Improvement Plan.

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## 1. Visionary Leadership and Mission Alignment

- Develops, implements, and sustains a shared mission and vision focused on high expectations, equity, and student success
  - Ensures the school's identity, mission, and vision drive all decisions and practices
  - Sets clear goals aligned with district priorities and monitors progress toward improved outcomes
  - Engages stakeholders in meaningful dialogue and uses feedback to strengthen school direction
  - Leads courageous, data-informed conversations to improve student performance
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## 2. Instructional Leadership and Teaching & Learning

- Establishes and maintains a rigorous, standards-based curriculum and research-based instructional practices
  - Supervises and evaluates instructional staff through formal and informal observations, providing timely feedback and coaching
  - Promotes differentiated, student-centered instruction and high expectations for all learners
  - Implements Multi-Tiered Systems of Support (MTSS) and targeted interventions
  - Oversees assessment systems and continuous progress monitoring cycles
  - Develops and supports high-performing teacher teams and Professional Learning Communities (PLCs)
  - Protects and prioritizes time for professional learning and collaboration
  - Advances and integrates instructional technology and innovative practices
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## 3. School Improvement and Data Systems

- Leads the development, implementation, and monitoring of the School Improvement Plan
- Uses multiple data sources (achievement, attendance, behavior, climate) to drive decision-making

- Establishes a continuous improvement cycle to identify needs, implement strategies, and evaluate outcomes
  - Allocates personnel, time, and resources strategically to meet improvement goals
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#### **4. Workforce and Postsecondary Readiness**

- Develops and sustains partnerships with colleges, universities, and industry leaders
  - Expands access to advanced coursework, dual credit, certifications, internships, and career pathways
  - Supports Career and Technical Education (CTE) and workforce development programming
  - Promotes college and career readiness for all students
  - Monitors and improves graduation rates and postsecondary success outcomes
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#### **5. School Culture, Climate, and Equity**

- Creates and sustains a safe, orderly, inclusive, and supportive learning environment
  - Promotes a culture of high expectations, positive behavior, and student engagement
  - Ensures equitable access to resources, opportunities, and support
  - Implements restorative practices and social-emotional learning initiatives
  - Fosters respect for diversity in culture, background, and perspectives
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#### **6. Staff Leadership and Development**

- Recruits, hires, supports, and retains high-quality staff
  - Builds leadership capacity among staff and develops future leaders
  - Aligns professional development with district priorities and student needs
  - Encourages collaboration, innovation, and continuous professional growth
  - Models professionalism, integrity, and reflective practice
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#### **7. Family and Community Engagement**

- Builds strong partnerships with families and community stakeholders
  - Communicates effectively using multiple platforms and strategies
  - Engages families as active participants in student learning
  - Promotes transparency, trust, and shared ownership of school success
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#### **8. Operations and Management**

- Oversees daily school operations, including safety, discipline, scheduling, and facilities
- Manages the school budget and ensures efficient allocation of resources

- Ensures compliance with district policies and state and federal regulations
  - Maintains a well-organized and effective learning environment
  - Utilizes data systems to improve operational effectiveness and decision-making
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## **9. Professionalism and Ethics**

- Demonstrates integrity, fairness, and ethical leadership
  - Maintains confidentiality and respects the rights of students and staff
  - Serves as a model for professional conduct
  - Supports and implements district initiatives with fidelity
  - Upholds accountability and continuous improvement
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## **Physical Requirements**

The physical demands described here are representative of those required to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Ability to walk, stand, and move throughout the building regularly
  - Ability to communicate effectively verbally and in writing
  - Ability to operate standard office and instructional technology
  - Ability to lift up to 50 pounds
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## **Equal Opportunity Statement**

The District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status in accordance with applicable laws.

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## **Summary**

The High School Principal leads a high-performing, future-focused school that ensures all students are prepared for success in college, career, and life. This role requires a visionary, student-centered, equity-focused leader committed to continuous improvement, innovation, and the development of globally competent citizens.