

Lemont-Bromberek Combined School District 113A Job Description

POSITION:	Principal
MINIMUM QUALIFICATIONS:	Meets current certification standards for position as set forth by the Illinois State Board of Education; Able to lift, carry and move students and objects weighing over 20 pounds; and Able to perform all essential job functions with or without reasonable accommodations
TYPE:	Supervisory
WORK YEAR:	12-month
REPORTS TO:	Superintendent
EVALUATOR/S:	Superintendent

ESSENTIAL JOB FUNCTIONS:

1. Leads the planning, operation and evaluation of the educational program: The improvement of instruction is the principal's primary responsibility; a majority of his/her time shall be spent on curriculum and staff development [105 ILCS 5/10-21.4a].
2. Analyzes student achievement and facilitates the school improvement process.
3. Initiates, designs and implements programs to meet specific needs of the school.
4. Assists in the development, revision and evaluation of the curriculum.
5. Establishes and maintains an effective climate conducive to student and staff learning and growth.
6. Assumes responsibility for the attendance, health and safety of students, staff, equipment, materials and facilities.
7. Makes recommendations concerning the school's administration and instruction.
8. Prepares and submits the school's budgetary requests, and monitors expenditures of funds.
9. Prepares and maintains, or supervises the preparation and maintenance of, reports, records, lists and all other documentation required for the school.
10. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
11. Develops the schedule of classes and extracurricular activities, or oversees the scheduling conducted by a designee.
12. Asserts leadership during emergency situations in accordance with established Board of Education policies, applicable statutes and administrative procedures.

13. Supervises the preparation of student schedules, pupil progress reports and all assessment programs.
14. Cooperates with student services personnel to develop educational opportunities for students.
15. Attends school-sponsored activities, functions and athletic events.
16. Assists in the recruiting, screening, hiring, training and assigning of the school's staff.
17. Supervises and evaluates all professional, paraprofessional, administrative and non-professional personnel attached to the school.
18. Attends meetings and serves on or leads committees and other school, District and community groups as required by position or Superintendent's directive.
19. Implements contractual duties, Board of Education policies and administrative procedures; adheres to state and federal laws and regulations.
20. Uses current available technologies to enhance job productivity and communication with staff, parents and the community.
21. Assumes responsibility for own professional development; for keeping current with the literature, new research findings, and improved techniques in specialized area; and for attending appropriate professional meetings.
22. Promotes professional growth by informing staff of opportunities for development; by leading in-service training activities; by helping teachers integrate skills learned and assisting in classroom implementation; and through clinical supervision activities.
23. Takes all necessary and reasonable precautions to protect the health and safety of students, staff, equipment, materials and facilities.
24. Lifts, carries or otherwise physically manages students, as necessary.
25. Exhibits ethical behavior and integrity and maintains confidentiality for all school-based responsibilities.
26. Orients newly assigned staff members and assists in their development.
27. Monitors the implementation and observance of Board policies and regulations by the school's staff and students.
28. Organizes and administers the public relations program for the school.
29. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the Principal.
30. Collaborates with the Superintendent and other members of the leadership team on District-wide problems and plans.
31. Keeps the Superintendent informed of events and activities of an unusual nature at his/her school, as well as routine matters related to the Superintendent's accountability.
32. Maintains a positive attitude toward job related growth and development.

33. Develops and maintains positive and active relations and effective communications with students, staff, parents, community members and community organizations.

34. Performs other duties as assigned by Superintendent.

By signing this job description, I affirm that I have read and understand the contents of this document.

Employee's Name: _____

Signature of Receipt

Date