

Building Principal

Reports to: Superintendent, District Administration

Location: District

Position Responsibility: Reporting to the Superintendent, the Building Principal is responsible for the curriculum, instructional improvement, building activities, and operations at the building level. The Building Principal is responsible for recommending policy changes that affect building operations. The Building Principal is also responsible for supervising policies relative to building operations and management.

General Responsibilities:

Curriculum and Instructional Improvement

- Identify, recommend, and supervise initiatives in curriculum, staff development, instructional improvement, and assessments.
- Participate in the development and implementation of curriculum goals and learning outcomes.
- Participate in the planning and implementation of instructional improvement activities.
- Participate in the development and implementation of staff development activities.
- Perform and monitor activities related to instructional improvement.
- Supervise and evaluate curriculum; instructional activities of assistant principals and department chairpersons.

School Climate

- Develop, supervise, and maintain a positive learning environment.
- Design methods to provide high expectations and performance of administrators, staff, and students.
- Monitor compliance with contractual agreements.
- Develop and implement initiatives for recognition of students and staff.
- Maintain and plan for administrative accessibility for staff, students, and parents
- Recommend and implement concepts which improve student behavior between and among students and staff.
- Monitor and provide a safe and clean educational environment.
- Develop strategies and participate in the district's goals of shared decision-making and collegiality.

Personnel

- Supervise and evaluate staff.
- Recommend employment, discipline, remediation, and termination.
- Develop and implement strategies that encourage and sustain staff involvement with the total school environment.

Building Principal

- Perform and monitor the evaluation process.

Budget

- Supervise the development and implementation of the building budget.
- Direct the development of departmental budgets.
- Recommend and present the budget for total operation.
- Supervise budget compliance.

Management of School Operations

- Supervise and monitor daily building operations.
- Monitor the development and implementation of the master schedule.
- Monitor the implementation of discipline procedures and policies.
- Supervise the implementation of district, state, federal mandates and initiatives related to local site programs.
- Supervise the physical plan management and cafeteria services.

Articulation

- Define and supervise building articulation efforts with support schools and cooperative agreements.
- Define and develop building articulation goals and activities with support schools.
- Monitor policies and compliance with procedures related to cooperative agreements (community college, ECHO, SMA, CDS).
- Participate in the development of district articulation goals.

School/Community Relationships

- Create activities which encourage parent and community participation.
- Plan and conduct meetings with parents, community groups, local businesses, and community agencies.
- Represent school and/or district at community functions.
- Create initiatives to increase communication with parents and community.
- Define, develop and implement a public relations program consistent with school objectives.

Student Support Services

- Develop, implement, and supervise programs which maximize student involvement and are in conjunction with and complimentary to the instructional program of the school.
- Develop and implement programs which maximize student academic performance.
- Supervise and monitor the implementation of all guidance initiatives.
- Develop and monitor procedures which encourage student participation in co-curricular and extracurricular activities.
- Develop and plan programs which enhance student leadership qualities.

Building Principal

- Monitor to ensure that the needs of special students are being identified and met.
- Plan, develop and implement strategies which will enhance student performance on college qualifying tests and other measures of academic performance.

Qualifications/Skills:

- Master's degree from an accredited college/university required
- Illinois Teaching Certificate
- Secondary education teaching experience
- Valid Illinois Certificate endorsed for General Administrative (Type 75)
- Prior experience as an administrator required