



Preparing Students to Be Successful for Life

Assignment	Principal	Terms	215 Days
Department	Elementary School	Hours	8 Hours
Group	Administrator	FLSA Status	Exempt
Reports To	Superintendent of Schools & Designee	License	PEL/ADMIN

Position Objective: To provide instructional leadership with a focus on improvement of student learning, and to actively supervise and lead instructional activities within the school. The principal is required to spend a majority of his/her time on activities which foster and expect the improvement of instruction, including curriculum and staff development.

Position Focus:

1. Maintains a focus on student learning in leadership activities.
2. Provides students, staff, and parents with support, direction and a safe environment.
3. Communicates effectively and efficiently with all stakeholders
4. Responds to the ever changing dynamics of the school community
5. Reflective in practice

Required Qualifications, Knowledge, Skills and Abilities:

1. Must have a Professional Educator License with a Principal or General Administrative endorsement in the State of Illinois
2. Advanced degree from an accredited college/university
3. Minimum of 5 years of teaching experience
4. Previous leadership/coaching experience involving working with teachers and staff
5. Ability to project positive images to students, staff members, parents, the Board of Education, and community members.
6. Must have the ability to travel to/from various locations in the district as needed

Preferred Qualifications:

1. Experience in implementing the Common Core State Standards and 21st Century Learning Skills
2. Demonstrates a record of dynamic leadership that includes partnering with staff and parents
3. Experience working with students identified as needing special education services
4. Strong interpersonal and communication skills with students, staff and parents
5. Must be an independent, innovative administrator as well as have the ability to be part of an effective leadership team
6. Strong commitment to student learning, continuous improvement and data-based decision making
7. Experience working with a diverse population and programming

Performance Responsibilities:

1. Accountable for student academic performance
2. Supervises directly: Assistant Principals, certified, ESP, and custodial staff
3. Implements Board of Education aims, goals, policies and regulations

4. Provides educational leadership to administer and continually upgrade the quality of the instructional program in all its facets
5. Effectively communicates the District's instructional programs and procedures to the staff, community, and other pertinent organizations
6. Directs the planning, organization, implementation, and evaluation of all instructional activities
7. Makes necessary provisions for health and safety of students, staff, and community members
8. Implements the behavior management plans as established by the Board of Education
9. Coordinates the work of the student services personnel assigned to the school
10. Contributes to the development of an articulation program with the feeder elementary, junior high, and local high schools
11. Evaluates personnel in accordance with the evaluation plans of the district
12. Develops with the building and district staff an educational program in accordance with district, state, and federal guidelines which meets the specific needs of the community served
13. Supervises the maintenance of the physical plant and grounds
14. Communicates suggested recommendations for changes in policies, practices, or procedures to his/her immediate supervisor
15. Have excellent assessment skills, with the ability to demonstrate the schools accountability in meeting state testing standards and local outcomes
16. Develops, implements and supports school, family, and community partnerships
17. Additional District level responsibilities to be determined by the Superintendent, the Board of Education, and the members of the Superintendent's Leadership Team

Core Competencies:

1. Highly ethical and able to maintain confidentiality
2. Demonstrates professional conduct at all times
3. Committed to continuous improvement and data based decision-making
4. Displays quality work through accuracy and attention to detail
5. Effective written, verbal, and technology based communication skills
6. Works effectively and productively as a member of a team
7. Exhibits a service orientation
8. Demonstrates technology skills as required by job responsibilities
9. Commits the necessary time and effort to meet professional responsibilities

Physical Activity Requirements:

1. Routine physical activity associated with normal school environment
2. While performing the duties of this job, the employee is regularly required to speak and hear to exchange information
3. The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb and balance; bend at the waist, stoop, kneel, and perform work which involves occasional lifting, pushing and or pulling of objects up to 20 lbs.
4. Specific vision abilities required by this job include close visual acuity, preparing and analyzing data, viewing computer monitors, extensive reading