

**Principal**

**Primary Function**

Serve as the instructional leader of his/her school. He/she shall be responsible for the quality of educational services provided by his/her school.

**Organizational Relationships**

The Principal reports directly to the Superintendent of Schools. The following positions report directly to the principal:

- Building Faculty
- Building Support Staff

**Qualifications**

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment
- Ability to understand and carry out oral and written directions
- Ability to visually supervise students, assess situations for safety concerns
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the district buildings and grounds
- Ability to speak, write, read, and understand English
- Ability to handle all district information with confidentiality

**Assigned Responsibilities**

1. See that all Board and administrative policies are effectively implemented at the building level.
2. Coordinate and supervise the instructional program in his/her building. Instructional leadership functions mean that the Principal:
  - A. Frames goals
  - B. Communicates goals
  - C. Manages curriculum and instruction
  - D. Coordinates the Instructional Program
  - E. Supervises and evaluates
  - F. Monitors student progress
  - G. Sets standards focusing on achievement
  - H. Sets expectations

- I. Creates productive working environment and promotes instructional improvement and staff development
  - J. Creates supportive external environment
3. In conjunction with appropriate building staff members and central office personnel, evaluate, develop and review the curricular offerings and instructional programs.
  4. Administer the budget of the school and assist in budget preparation.
  5. Submit such reports and records as required by law, Board policies and administrative directives.
  6. Assist central office personnel in the selection and assignment of certified and non-certified employees and in the selection of instructional supplies and equipment.
  7. Assist in the selection process of student services and special education staff.
  8. Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent of Schools.

NOTE: The Principals' work year shall be from July 1<sup>st</sup> to June 30<sup>th</sup> with twenty (20) vacation days. Fringe benefits will be according to Board policy.