

General School Administration

Exhibit - Building Principal's Job Description

Qualifications

1. A master's degree in Educational Administration from an accredited university.
2. Must hold a Type 75 General Administration Certificate issued by the Illinois State Certification Board.
3. Completed ISBE Administrative Program (Administrators Academy) in Teacher Evaluation.

Reports To: Superintendent

Supervises: All district staff assigned to the school building (certified and classified). The Building Principal is assigned to spend a majority of his time working with both students and staff for the improvement of instruction.

Primary Performance Responsibilities

1. Is responsible for the day-to-day operation of the school's educational program.
2. Assumes the responsibility for the implementation and observance of all Board policies by the school staff and students.
3. Is responsible for the development, revision and evaluation of the District's curriculum on an ongoing basis and the planning and implementation of Board Educational reports.
4. Recruits, screens, interviews and evaluates the school professional staff to assure the highest standards possible for instruction are maintained in coordination with the Assistant Principal.
5. Assumes the responsibility for the safety and administration of the student body and school plant. This includes the planning and implementation of fire drills, disaster drills and bus evacuation drills.
6. Budgets school time to provide for the efficient implementation of the District's instructional program.
7. Maintains high standards of student conduct and student achievement and establishes a system to communicate with parents about academic or behavioral problems.
8. Supervises the maintenance of accurate records on both student progress and attendance.
9. Evaluates probationary and part-time teachers on a regular basis. Pre-tenure and probationary teachers are to be evaluated prior to March 1.
10. Recommends to the Superintendent those employees certified and classified who should be considered for termination from District employment because of poor performance.
11. Conducts faculty meetings as scheduled.
12. Promotes good communication between home and school via frequent communication.
13. Supervises the Assistant Principal on a daily basis, makes appropriate delegations and evaluates same, consultation with the Superintendent, on an annual basis.
14. Coordinates the School's no social promotion policy.
15. Serves as the custodian of all school activity funds collected within the School.
16. In the absence of the Superintendent, the Principal shall be the custodian of all school funds.

Secondary Performance Responsibilities

1. Serves as a liaison to the community via those organizations which are appropriate.
2. Serves as the student records custodian for the school while students are in attendance.
3. Prepares those reports required by the Superintendent.
4. Assumes responsibility for the attendance, conduct and health of students and maintains records relative to same as necessary.

5. Assists in the preparation of the school's annual budget as a component of the District budget and monitors the implementation of same throughout the school year.
6. In the absence of the Superintendent serves as the Superintendent in those matters which are of an immediate nature.
7. Coordinates the day to day operation of the building maintenance and custodial staff. This includes reporting and authorizing all needed repairs to the Director of Building & Grounds.
8. League representative to the Leyden-Norwood athletic league, attending all meetings and functions and consulting with Superintendents when appropriate.
9. Assists in staff supervision in the lunch/recess program to assure the highest level of student safety and decorum possible.
10. Shall make or counter-sign all requisitions and forward to the District Office for the issuing of a purchase order.
11. Performs those duties which may be assigned by the Superintendent from time to time.

DATED: April 13, 2009