



## SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

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5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666  
FAX (847)-675-7675

### **Principal**

#### **Primary Function**

Administer, coordinate, and supervise the school program as the instructional leader. Responsible for the educational services provided in the assigned school.

#### **Organizational Relationships**

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

- Assistant Principal
- Building Faculty
- Building Staff

#### **Qualifications**

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment.
- Completed all modules of the ISBE Teacher Evaluation training
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decisions 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 coworker relationships.
- Ability to physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Ability to handle all district information with confidentiality

#### **Performance Responsibilities**

1. Ensure that all Board and administrative policies are effectively implemented at the building level.
2. Monitors compliance with federal, state, and local mandates, guidelines related to local and state testing programs, and the local special education program.
3. Plans for and supports the professional development of teachers and staff.
4. Coordinate and supervise the instructional program in his/her building. Instructional leadership responsibilities consist of:
  - A. Develops, communicates, and manages the implementation of District's Strategic Plan
  - B. Supervises and evaluates certified staff and support staff

- C. Monitors academic progress of all students to ensure student growth
  - D. Establishes practices and expectations related to professional conduct
  - E. Creates productive working environment and promotes instructional improvement and staff development
5. In conjunction with appropriate building staff members and district office personnel, evaluate, develop and review the curricular offerings and instructional programs.
  6. Assist district office personnel in the selection and assignment of certified and non-certified employees.
  7. Maintains consistent communication with all stakeholders related to building and district updates.
  8. Facilitates the development and maintenance of a safe, positive learning environment and supports students who experience difficulty meeting behavior expectations.
  9. Collaborates with necessary individuals, teachers, parents, students, in resolving student behavior concerns.
  10. Facilitates the development and implementation of a vision of learning that is shared and supported by the school community.
  11. Develops, implements, and monitors the outcomes of school and district goals.
  12. Evaluates the effectiveness of instruction through direct observation and the disaggregation of multiple forms of data.
  13. Develops a school culture and instructional program that empowers students and staff to grow/maximize potential.
  14. Develops and implements systems that ensure a safe, orderly, and supportive environment.
  15. Collaborates with stakeholders and utilizes available resources to support the needs and foster the strengths of the school community.
  16. Collaborates with the District Office in developing and monitoring school budget monies, leveraging school and district resources to align with district strategic plan.
  17. Coordinates and supports specialized programming, such as 504 plans, special education, English learners, and related services.
  18. Performs other tasks and responsibilities as assigned by the Superintendent and the District Office Administrators.

### **Terms of Employment**

12-month position (260 work days) from July 1<sup>st</sup> to June 30<sup>m</sup> with twenty (20) vacation days.

### **Performance Evaluation**

Performance of this job will be evaluated in accordance with the Administrator Evaluation Plan.