

**General School Administration**

**Administrative Responsibility of the Building Principal**

The Board, upon the recommendation of the Superintendent, employs building principals as the chief administrators and instructional leaders of their assigned schools. The primary responsibility of a building principal is the improvement of instruction. Each building principal shall perform all duties as described in The School Code as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the building principal’s education and training.

The Superintendent or designee shall develop and maintain a principal and assistant principal evaluation plan that complies with Section 24A-15 of The School Code. Using that plan, the Superintendent or designee shall evaluate each building principal and assistant principal. The Superintendent or designee may conduct additional evaluations.

The Board and each building principal and assistant principal shall enter into an employment agreement that conforms to Board policy and State law. The terms of an individual employment contract, when in conflict with the evaluation plan or this policy, will control.

LEGAL REF.: 10 ILCS 5/4-6.2  
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/24A-15, 10-23.8a,  
105 ILCS 127/, School Reporting of Drug Violations Act.  
23 Ill.Admin.Code Part 35 and 50, Subpart D.

CROSS REF.: 3.50, 4.165, 4.175, 5.90, 5.120, 5.150, 5.210, 5.250.

Adopted: January 14, 1997

Revised: April 20, 1999  
February 23, 2010  
August 14, 2012

Reviewed September 9, 2019

