

Position: Elementary Principal

Job Summary: The Elementary Building Principal is responsible for the overall administration, leadership, and management of the school building, ensuring alignment with district policies and goals. The principal oversees curriculum implementation, instructional quality, and student discipline while fostering a positive school climate.

Qualifications/Minimum Requirements:

1. Appropriate supervisory certificate.
2. Master's Degree in Education.
3. Twenty semester hours of graduate credit in administration and supervision.
4. Four years of successful experience as a teacher at appropriate level.
5. Meets requirements for evaluation of certified personnel as required by Chapter 122, Article 24A-3, Illinois Revised Statutes.
6. Emotionally and physically able to perform duties required of assignment.

Reports to: Superintendent and Assistant Superintendent of Schools.

Responsibilities:

- Administration of district policies.
- Public relations and attendance at school functions and events.
- Providing leadership in curriculum development and implementation.
- Supervise and administer the school building/facility/grounds.
- Communicating with the Superintendent/designee and other staff members.
- Maintaining a safe and productive environment utilizing available resources and relevant laws.
- Monitor building morale and working conditions.
- Address overall discipline and supervision.
- Development of building educational program goals.
- Supervises, evaluates, counsels, and appraises all assigned staff in accordance with policy and collective bargaining agreements.
- Resolves problems and complaints and keeps the Superintendent and designee informed.
- Reviews organizational patterns and curriculum.
- Attends meetings (local/state/national).
- Counsels with staff, parents, pupils, and citizens.
- Maintains inventories of building materials.
- Occasionally acts as a substitute teacher.
- Administers building budget.
- Completes reports and required clerical functions.
- Organizes, develops, and supports parent-teacher organizations.
- Supervises implementation of testing and record keeping.
- Communicates with parents concerning pupil progress and established academic programs.
- Provides opportunities for staff development.
- Participates in the refinement and development of the academic programs.

- Implements mandated reform programs.
- Interviews and makes recommendations concerning the employment of instructional staff.
- Monitors and participates in staffing, program development, and annual review of special education students.
- Assists in the annual (as needed) dissemination of student 504 plans.
- Assists in the development of academic needs assessments.
- Performs any other duties assigned by the Superintendent or designee.

Benefits:

- Competitive salary commensurate with experience.
- Comprehensive health, dental, and vision insurance.
- Retirement plan options.
- Personal and sick leave.
- Opportunities for advanced professional training and development.
- 11-month contract