Position: Junior High Principal

Job Summary: The Junior High Principal provides dynamic leadership to create a safe, inclusive, and academically enriching environment for students, staff, and the school community. This role is responsible for developing and implementing instructional programs that promote high achievement and foster each student's social, emotional, and intellectual growth. The principal oversees daily school operations, ensures compliance with district policies, and leads the school in continuous improvement efforts aligned with district and state standards.

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 the 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:

- Implementation of district policies, procedures, and regulations.
- Public relations and attendance at school functions including athletic events, choral and band programs, and school dances.
- Provide leadership in curriculum development.
- Supervision and administration of the school building.
- Communicate with the Superintendent, designee, and other staff members.
- Maintain a safe and healthful environment utilizing available resources.
- Monitor building morale and working conditions.
- Address overall discipline and supervision.
- Development of building educational program goals.
- Supervise, evaluate, counsel, and appraise all assigned staff in accordance with policy and collective bargaining agreements.
- Resolves problems and complaints and keeps the Superintendent and designee informed.
- Review organizational patterns and curriculum.
- Attend meetings (local/state/national).
- Counsel with staff, parents, pupils, and citizens.
- Maintain inventories of building materials.
- Occasionally act as a substitute teacher.
- Administer building budget.
- Complete reports and required clerical functions.
- Organize, develop, and support parent-teacher organizations.
- Supervise implementation of testing and record keeping.
- Communicate with parents concerning pupil progress and established academic programs.

- Provide opportunities for staff development.
- Participate in the refinement and development of the academic programs.
- Implement mandated reform programs.
- Interview and make recommendations concerning the employment of instructional staff.
- Monitor and participate in staffing, program development, and annual review of special education students.
- Assist in the annual (as needed) dissemination of student 504 plans.
- Assist in the development of academic needs assessments.
- Perform any other duties assigned by the Superintendent or designee.

Benefits:

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