

TITLE:	PRINCIPAL – EARLY CHILDHOOD CENTER, ELEMENTARY, INTERMEDIATE AND MIDDLE SCHOOLS
QUALIFICATIONS:	A master's degree or higher with a major in educational administration. A valid state certificate to practice as a school principal. At least two year's successful experience as a classroom teacher Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
REPORTS TO:	Superintendent
SUPERVISES:	The educational program, personnel, and physical plant to which he/she is assigned.
JOB GOALS:	To participate as a productive member of the district administrative team. Provide educational leadership in the planning, operation, evaluation, and improvement of the programs and facility to which he/she is assigned. To work cooperatively with the staff in the development of a Teaming community in which all individuals learn and grow. Assist in the coordination and implementation of in-service activities, which will foster the development of the educational programs and staff. Assume responsibility and administrative leadership in areas designated by the superintendent.
PERFORMANCE RESPONSIBILITIES:	
	1. Establishes and maintains an effective Teaming climate in the school. 2. Initiates, designs, and implements programs to meet specific needs of the school. 3. Coordinates, assists in implementation, and supervises the schools' special education, Chapter 1, Gifted, and other ancillary programs in conjunction with appropriate agencies such as the Grundy County Cooperative. 4. Coordinates the master schedule for personnel and students. 5. Coordinates, participates in, and makes recommendations to the superintendent for the employment of new personnel in the building and district where appropriate. 6. Orients newly assigned staff members and assists in their development.

7. Supervises the school's teaching process.
8. Evaluates and counsels all staff members regarding their individual and group performance.
9. Coordinates, develops, and conducts faculty meetings to meet the needs of the building and district.
10. Assists in the coordination and implementation of staff development activities.
11. Establishes guides for proper student conduct and maintaining student discipline.
12. Provides for the supervision of pupils during the time they are in school or at school sponsored activities.
13. Supervises the guidance program to enhance individual student education and development.
14. Assumes leadership in the direction of the school's extra-curricular activities.
15. Assists in the coordination and/or supervision of support services such as security, food services, secretarial, clerical, recreational programs, library activities, etc.
16. Supervises and evaluates all custodial staff assigned to his/her building. Conducts regular meetings, as needed, to maintain adequate communication.
17. Assists in the coordination of non-school related building use.
18. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret board policies and administrative directives; and to discuss and resolve individual student problems.
19. Informs public of school activities and achievements.
20. Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.
21. Works with various members of the central administrative staff on school factors as transportation, special services, etc.
22. Participates in the development and implementation of building and unit policy.
23. Prepares and submits the school's budgetary requests, and monitors expenditures of funds.
24. Maintains and controls the various local funds generated by student activities.

25. Prepares or supervises the preparation of reports, records, lists, and all other paper work required or appropriate.
26. Attends special events held to recognize student achievement and attends school-sponsored activities, functions, and extra-curricular events.
27. Conducts staff meetings to keep members informed of policy changes and new programs.
28. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
29. Keeps the superintendent informed of the school's activities and concerns that may arise.

TERMS OF EMPLOYMENT:

Twelve-month contract with 20 days vacation. Salary to be negotiated with the Board of Education. Contract in effect from July 1 through June 30.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of Board's policy on Evaluation of the Principal.