Coal City Community Unit School District #1

TITLE: **MIDDLE SCHOOL PRINCIPAL**

LICENSURE: Valid and appropriate Illinois Professional Educator License.
At least two years successful experience as a classroom teacher.
At least two years experience in public school administration and supervision.
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 GOAL: To participate as a productive member of the district administrative team.
Provide educational leadership in the planning, operations, evaluation, and improvement of the programs and facility to which the principal is assigned.
To work cooperatively with the staff in the development of a Teaming community in which all individuals learn and grow.
Assume responsibility and administrative leadership in areas designated by the superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains an effective learning climate in the school.

2. Programs classes within established guides to meet student needs.

3. Supervises the guidance program to enhance individual student education and development.

4. Establishes guides for proper student conduct and main student discipline.

5. Supervises the school's teaching process.

6. Plans, organizes and directs implementation of all school activities.

7. Initiates, designs and implements programs to meet specific needs of the school.

8. 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.

9. Orients newly assigned staff members and assists in their development as appropriate.

10. Evaluates and counsels staff members regarding their individual and group performance.

11. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.

12. Participates in principals meetings, negotiations meetings, and such other meetings as are required or appropriate.

13. Prepares and submits the school's budgetary requests.

14. Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.

15. Maintains and controls the various local funds generated by student activities.

16. Works with various members of the central administrative staff on school problems other than building issues such as transportation, special services, and the like, when assigned by the Superintendent.

17. Conducts staff meetings to keep members informed of policy changes, new programs, and the like.

18. Keeps the superintendent informed of the school's activities and problems.

19. 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.

20. Supervises and evaluates all staff assigned to his/her building. Conducts regular meetings as needed to maintain adequate communication.

TERMS OF EMPLOYMENT: Twelve-month contract. Salary regionally competitive, determined by education, experience, and negotiated with the Board of Education. Contract extends from July 1 through June 30.

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