

TITLE: ELEMENTARY PRINCIPAL

- QUALIFICATIONS:
1. Appropriate supervisory certificate.
  2. Master's Degree in Education.
  3. 20 semester hours graduate credit in administration and supervision.
  4. 4 years 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.

RESPONSIBLE TO: Superintendent

- RESPONSIBILITIES:
1. Administration of district policies.
  2. Public relations and attendance at school functions.
  3. Providing leadership in curriculum development.
  4. Supervision and administration of school building.
  5. Communicating with Superintendent and other staff members.
  6. Maintaining safe and healthful environment utilizing available resources.
  7. Morale and working conditions.
  8. Overall discipline and supervision.
  9. Development of building educational program goals.
  10. Supervises, evaluates, counsels, and appraises all assigned staff.
  11. Resolves problems and complaints and keeps Superintendent informed.
  12. Reviews organizational patterns and curriculum.
  13. Attends meetings (local/state/national)
  14. Counsels with staff, parents, pupils, and citizens.
  15. Maintains inventories.
  16. Occasionally acts as substitute teacher.
  17. Administers building budget.
  18. Completes reports and required clerical functions.
  19. Organizes, develops, and supports parent-teacher organization.
  20. Supervises implementation of testing and record keeping.
  21. Communicates with parents concerning pupil progress and established academic program.
  22. Provides opportunities for staff development.
  23. Participates in refinement and development of the academic program.
  24. Implements mandated reform programs.
  25. Interviews and makes recommendation concerning employment of instructional staff.
  26. Monitors and participates in staffings, program development, and annual review of special education students.
  27. Assists in development of academic needs assessments.
  28. Development of skill based instruction.
  29. Performs any other duties assigned by Superintendent.

TERMS OF EMPLOYMENT: 11 month position

(revised 11/12/95)