

TITLE: JUNIOR HIGH 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. Implementation of district policies, procedures, and regulations.
2. Public relations and attendance at school functions including athletic events, choral and band programs, and school dances.
3. Provides leadership in curriculum development including advanced, basic, and remedial courses in addition to all electives.
4. Supervision and administration of school building.
5. Communicating with Superintendent and other staff members.
6. Maintaining safe and healthful environment utilizing available resource.
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 including development of individualized academic schedules of staff and students.
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. Supervises athletic program and participation in Tri County Conference.
29. Plans and coordinates Graduation Exercises.
30. Performs any other duties assigned by Superintendent.

TERMS OF EMPLOYMENT: 11 month position

(revised 11/12/95)