**Job Title**: Principal

**Summary**: It is the responsibility of the Principal to provide dynamic leadership for curriculum, instruction, and staff evaluation; to establish clear lines of communication regarding school goals, accomplishments, practices, and policies with students, parents, and staff members; and to maintain a facility which is orderly, safe, well-maintained, and conforms, to the extent possible, to the learning needs of students and staff. It is expected that the Principal shall spend more than one-half of his/her time on curriculum and staff development.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Studies, develops, and recommends educational goals and programs and operational policies to the Superintendent of Schools.
* Supervises the implementation of all extracurricular and curricular programs.
* Leads the professional staff in a continuous effort to improve the educational program.
* Recommends to the Assistant Superintendent of Administrative Services the employment, assignment, promotion, and dismissal of all instructional and non-instructional personnel.
* Supervises and is responsible for implementation of the evaluation plan and procedures for all certified staff.
* Facilitates the development of the building and departmental budgets under the leadership of the Director of Business Services; monitors monthly departmental budgets, as appropriate.
* Develops and implements programs designed to facilitate parental and community awareness of school activities, policies, procedures, and student achievement.
* Assists the Superintendent with long-range planning designed to maintain an effective educational program for all the District’s students within the financial resources of the District.
* Maintains an orderly and safe atmosphere in the high school building(s).
* Oversees the planning for, and implementation of, orientation and staff development programs for all certified staff.
* Provides leadership that ensures curriculum is consistent with the State and District standards, challenges students through rigor and relevance, and utilizes relevant to determine where learning has occurred and re-teaching is required.
* Recommends appropriate textbooks for approval by the Board of Education.
* Assesses the general educational achievement of students in relation to their learning potential.
* Resolves faculty and staff interpersonal conflicts in accordance with District policy and in a manner designed to foster cooperation among staff members.
* Recommends building modification and renovation programs to the Superintendent which are designed to ensure an efficient and safe school environment.
* Regularly represents the school at school and community functions.
* Maintains effective working relationships with governmental agencies and institutions which relate to the school district, as directed by the Superintendent.
* Assumes responsibility for assuring that the practices of the school are in keeping with Federal and State regulations, and regional accreditation organizations (North Central Association and Illinois High School Association).
* Attends Board of Education meetings as necessary and appropriate.
* Serves as a facilitator for inter-district articulation with District 94’s feeder districts.
* Assists the Superintendent with special projects, as necessary.

**Supervisory Responsibilities**: Assistant Principal, Directors, Division Heads, Administrative Assistant to the Principal, building-level administrators

**Education, Certification, and Experience**:

* ISBE Type 75 General Administrative Certificate
* ISBE Secondary Teaching Certificate
* Master’s or Doctoral Degree from an accredited college/university
* Previous administrative experience required

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Demonstrated leadership ability
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to make independent decisions in accordance with established policies and procedures
* Ability to deal with difficult situations courteously and tactfully

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | S | Kneel | S | Lift/Carry > 50 lbs. | S | Push/Pull > 50 lbs. | S | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | F | Push/Pull under 10 lbs. | S | See | F | Twist | S |
| Crawl | S | Lift/Carry 10-25 lbs. | S | Push/Pull 10-25 lbs. | S | Squat | S | Walk  | F |
| Hear | F | Lift/Carry 25-50 lbs. | S | Push/Pull 25-50 lbs. | S | Stoop/Bend | S |  |  |

**Calendar/Work Schedule and Compensation**:

Annual Calendar: 12 month calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

 \_X\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Superintendent

**Classification**: \_X\_ Administrative

 \_\_\_ Supervisory

 \_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

 \_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

 \_\_\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_\_\_ Non-Exempt from overtime under the Fair Labor Standards Act

 \_X\_ Exempt from overtime under the Fair Labor Standards Act