

LA GRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE : Principal
JOB GOAL: Provide instructional and community leadership to promote the educational development of each student and devote a majority of time on curriculum and professional development of each staff member.
REPORTS TO: Superintendent
QUALIFICATIONS: Illinois Type 75 Certification with appropriate endorsements.
Read, understand and follow verbal and written directions.
Utilize applicable technology to support performance responsibilities.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

1. Responsible for the school's educational program to ensure instruction that supports the district curriculum.
2. Provides collaborative leadership for the development, improvement and evaluation of the curriculum.
3. Demonstrates knowledge of instructional methods, techniques and materials necessary to implement the school curriculum.
4. Conducts meetings of the staff as necessary for the proper functioning of the school.
5. Assists in the development of methods for evaluating student progress toward stated objectives.
6. Makes arrangements for special conferences between parents and teachers.
7. Works with the staff to establish goals for the school.
8. Plans and supervises fire drills, bus drills and an emergency preparedness program.
9. Supervises and evaluates the school's extracurricular program.
10. Support staff through employment recommendations, professional development and performance evaluation.
11. Supervises the maintenance of accurate records on student progress and attendance.
12. Maintains high standards of student conduct and enforces discipline as necessary.
13. Assumes responsibility for the school's budget and operates within the budget limits.
14. Assists in the maintenance and control of the student activity funds.
15. Serves as a community liaison and encourages community participation in school life.
16. Assumes responsibility for the implementation and observance of all Board policies and regulations.
17. Keeps the superintendent informed of the school activities and problems.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION:

Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT:

Length of contract, salary, and benefits as established by the Board of Education.