Principal
Job Description

Primary Location: Assigned School
Reports to: Superintendent

SUMMARY:
The Principal serves as the instructional and administrative leader for the assigned school. The position is responsible for establishing and monitoring systems related to instructional leadership and oversight, student behavior, social emotional learning, PBIS implementation, crisis response, and positive school climate to support student success and staff capacity.

QUALIFICATIONS:

- Illinois Professional Educator License with Administrative Endorsement
- Administrative experience (preferred, but not required)
- Strong communication, problem-solving, and relationship-building skills
- Ability to manage school operations & responsibilities
- Certified or able to get certified to evaluate teachers

PERFORMANCE RESPONSIBILITIES:

Mission, Vision, and Core Values

- Lead a shared vision for safe, supportive, and developmentally appropriate learning environments.
- Promote a positive school culture that prioritizes student well-being, social emotional development, and academic growth.

Ethics and Professional Norms

- Model ethical leadership, professionalism, and equitable decision making in all interactions with students, staff, and families.
- Ensure consistent and fair application of behavior expectations and disciplinary practices.
- Interpret policies set up by the Board of Education to building personnel.

Curriculum, Instruction, and Assessment

- Provide instructional leadership with a focus on classroom management, student engagement, and academic success.
- Support teachers through feedback and evaluation related to behavior supports and instructional practices.
- Analyze academic, behavior, attendance, and SEL data to identify trends and student needs.
- Monitor the effectiveness of Tier 1 and Tier 2 supports and adjust practices as needed.

Community of Care and Support for Students

- Serve as the lead administrator for the Building Leadership Team, SEL team, and PBIS implementation.
- Lead and coordinate the Crisis Prevention Intervention (CPI) team, ensuring staff training, alignment to protocols, and developmentally appropriate crisis response.
- Maintain a strong, visible leadership presence in the school.
- Build trusting relationships with students, staff, and families.
- Support family communication.

Professional Capacity of School Personnel

- Support staff in implementing effective classroom instructional practices, behavior strategies, and SEL practices.
- Provide coaching, modeling, and professional learning.
- Conduct teacher evaluation processes related to classroom environment, instructional practices, and student behavior supports.
- Participate in selection and retention of all staff personnel.

Professional Community for Teachers and Staff

- Foster collaboration among staff to ensure alignment of instructional practices and assessment.
- Support student transitions through consistent systems and shared practices.

Meaningful Engagement of Families and Community

- Partner with families to support student academic, social emotional growth, and overall well-being.
- Promote clear, supportive, and proactive communication with families.

Operations and Management

- Provide administrative leadership and coverage as needed to ensure smooth daily operations.
- Support supervision duties and campus safety procedures.
- Collaborate with district and building leaders to ensure consistent administrative presence.

TERMS OF EMPLOYMENT:

- Salary will be based upon Education and Experience
- Contract length as assigned