**Sample Principal Job Description**

*Note: The purpose of this document is to offer a general guide for the development of a principal job description with the understanding that every school leadership position possesses its own unique needs and attributes. Alignment to the Illinois Performance Standards for School Leaders is in parenthesis.*

**Contract Length** : 12 Month

**Reports To:** Superintendent

**Instructional Leadership**

* Assumes responsibility and instructional leadership for the planning, operation, supervision, and evaluation of the educational program (I.b., I.c, II.a., III.a., IV. b.)
* Communicates with students, teachers, parents and community members using a variety of mediums including technology. (II.d., III.h., IV.a., IV.b., IV.c.)
* Partners with teachers to evaluate the effectiveness of instruction and individual teacher performance. (III.e., IV.a., VI.b.)
* Coordinates and promotes professional growth plans and opportunities for faculty and staff (III.f., III.g., III.e.)
* Coordinates New Teacher Induction and ongoing staff development program (III.f., III.g.)
* Establishes a professional development plan for all building level administrators with on-going dialogue, reflection, and evaluation (III.f., III.g.)
* Provides leadership and oversight  for the instructional, co-curricular and extra-curricular programs (I.a., I.b., IV.b.)
* Responsible for horizontal and vertical articulation and curricular alignment (III.a.)
* Works with teachers and parents to implement student interventions that differentiate instruction based on student need. (III.c., IV.a., IV.b., IV.c., V.a., VI.a.)
* Reviews curriculum development proposals (III.a., III.c., III.h.)
* Oversees assessment program (i.e. ISAT, PSAE, AP, etc.) (I.c., II.a., II.d., III.b.)
* Establishes, monitors, and evaluates school improvement goals as documented in the annual School Improvement Plan (I.b., II.a., II.c., III.b., IV.c., IV.d.)
* Uses data to make decisions about curriculum, assessment, instruction and all school improvement efforts (I.c., II.a., II.c., III.b., III.c., IV.d.)
* Establishes a culture of mutual respect and excellence through dialogue and relationships with staff, students, central office administrators, and community members (I.a., I.b., IV.a., IV.c., VI.a., VI.c.)
* Develops, monitors, and evaluates programs to enhance positive school culture and climate (I.a., I.b., VI.a., VI.c.)
* Responsible for staffing, enrollment, and budget decisions involving master schedule development (II.c., III.a., III.d., III.h.)
* Coordinates selection of all certified and classified staff (III.d.)

**Management**

* Develops Building Master Schedule and Staff Supervision Schedule (II.c., II.d., III.a., IV.b.)
* Develops and monitors overall school and departmental budgets (II.c., II.d.)
* Ultimately responsible for building operations and maintenance (II.b., II.c., II.d.)
* Interprets Board of Education and central office policies and procedures (II.b., II.c., IV.b., V.a., V.b., V.c.)
* Maintains student handbook and building procedures (II.b., IV.b., V.a., V.b., V.c.)
* Responsible for student management, attendance and discipline (II.d., V.a., V.b., V.c., VI.a, VI.b., VI.c.)
* Oversees the inventory, purchase, and organization of textbooks and supplies (II.c.)
* Oversees vendor and service contracts (II.c.)
* Coordinates building level crisis plan (II.b.)
* Supervises school activities and events (II.b., IV.a., IV.c.)