

GENERAL SCHOOL ADMINISTRATION**Administrative Responsibility of the Building Principal**

The Principal shall be the chief administrator of Bannockburn School. The primary responsibility of the Principal is the development and improvement of instruction. A majority of the Principal's time shall be spent on curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. The Principal is responsible for management of their staff, maintenance of the facility and equipment, administration and evaluation of the educational program, control of the students attending the school, management of the school's budget, communication between the school and the community, and reporting criminal offenses. The Principal or her designee shall also perform any duty required by law to be performed by the B Principal, including, but not limited to, the reporting of various drug violations as provided for in the School Reporting of Drug Violations Act, 105 ILCS 127/1 et. seq. The Principal will perform her responsibilities under the supervision of the Superintendent. The Principal will be evaluated on her instructional leadership ability and her ability to maintain a positive education and learning environment.

The Board of Education and the Principal shall enter into a contract which conforms to Board policy and State law.

Principal Job Description**Instructional Leadership**

- Communicates and implements the district's mission and goals
- Sets a vision of excellence for the school.
- Demonstrates high expectations for staff and students
- Recognizes the qualities of effective instruction
- Assists staff evaluating instructional effectiveness and setting goals for improvement
- Coordinates the curriculum
- Monitors student progress continuously
- Is a visible presence in building to staff and students
- Is continually engaged in school improvement efforts
- Encourages creativity and innovation to improve student achievement
- Coordinates necessary support services for students
- Encourages professional growth to enhance teacher performance

Utilizes effective school research in decision-making
Recognizes student and staff accomplishments
Minimizes disruption to the instructional process

Managerial Responsibilities

Maintains a safe and orderly learning environment for students and staff
Promotes positive school climate
Fosters a positive, service-oriented atmosphere in school office
Promotes and maintains quality community relations
Provides accurate, well-written communications to staff & parents
Develops effective policies & procedures with staff input which comply with district policy
Prepares and monitors building budget appropriately according to building needs
Manages building and grounds need
Prepares and interprets reports and records accurately
Effectively uses available technology to increase office productivity

Staff Supervision

Assesses and plans staffing based upon program needs
Makes personnel assignments which maximize staff strengths
Communicates high performance expectations to staff members
Coaches & counsels staff in helpful & supportive manner
Conferences regularly with staff members to review performance
Effectively evaluates staff according to district plan
Holds teachers and other staff accountable for student learning
Monitors and addresses personnel concern promptly and fairly
Provides proper orientation & support for new staff members

Personal Qualities

Personal Qualities
Maintains a professional demeanor
Demonstrates a sense of teamwork
Communicates effectively with students, parents, staff and community
Is open, humanistic and empathetic
Demonstrates cooperation and congeniality with colleagues
Is flexible, yet decisive
Shows warmth and good humor
Expresses interest and enthusiasm for teaching and learning
Is personally committed to lifelong learning
Demonstrates honesty and integrity
Demonstrates ability to manage conflict

LEGAL REF.: 10 ILCS 5/4-6.2;

105 ILCS 5/10-20.14, 5/10-21.4a;

105 ILCS 127/1 et. seq.

23 Ill. Admin. Code §§ 1.320x, 1.230b, and 1.320c

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