

# **Griggsville-Perry CUSD #4**

## **JOB DESCRIPTION**

**Position Title:** High School Principal  
**Reports to:** Superintendent  
**FLSA Class:** Exempt

### **SUMMARY**

The principal will provide instructional leadership to staff including curriculum planning, review and implementation and professional development; responsible for day-to-day building administration duties; the safety and welfare of students, staff and activities; ensure a safe, pleasant and effective educational atmosphere; provides discipline as necessary and enforces School Board policy.

### **DUTIES**

#### **Instructional Leadership**

Works to establish an effective school climate conducive to student learning and growth; Supervises and evaluates all professional and educational support personnel assigned to the school; Assists in the development, revision, and evaluation of curricular programs; Keeps the lines of communication open between staff and administration; Conducts visits to classrooms and programs for clinical supervision purposes; Leads in the development and monitoring of the school's instructional programs; Analyzes pupil progress and teaching methods

#### **Management Practices**

Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students; Assists in recruiting, screening, and hiring the school's staff; Assists in the management and preparation of the school's budget and requisitions; Assists in pupil transportation schedules and routes; Develops the building schedules for classes, support staff and special services, and extracurricular activities; Supervises the maintenance of all required records and reports. Supervises extra-curricular and evening activities and events.

#### **Staff Development**

Orients newly assigned staff members and assists in their development, as appropriate; Counsels staff members regarding their individual performance; Conducts staff meetings to keep members informed of the school's activities and programs; Assists in developing and implementing in-service education programs for staff members; Is responsible for the overall direction, coordination and evaluation of all certified and classified personnel.

#### **Student Personnel Services**

Assumes responsibility for the attendance, health, and safety of students; Makes arrangements for conferences between parents and teachers; Supervises the preparation of student schedules, pupil progress reports, and achievement testing; Assists in the development of guides for proper student conduct and in maintaining appropriate student discipline; leads special services personnel to develop appropriate individual education plans for students in an inclusive setting.

#### **Professional Growth and Responsibilities**

Participates in administrative council meetings and other meetings as required, or appropriate; Establishes and maintains cordial relationships with local community groups and individuals to foster support for overall school objectives and programs; Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals, and maintaining a collegial dialog on problems of mutual interest; Keeps the superintendent informed of the school's activities and problems; Performs related duties as assigned by the superintendent in accordance with district policies and practices.

### **QUALIFICATIONS**

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