

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

Illinois Professional Educator License -Type 75