

Mendota THSD #280

JOB DESCRIPTION

Position Title: Principal
Qualifications: As Established by the Board of Education
Reports to: Superintendent

JOB GOAL

This position's primary responsibility is the improvement of instruction through curriculum and staff development. This position is also responsible for acting as the educational leader and responsible for managing the policies, regulations, and procedures of the school.

DUTIES

1. Establish and maintain an effective learning climate.
2. Plan, organize, and direct implementation of all school activities.
3. Keep the Superintendent informed of the school's activities and problems.
4. Supervise the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
5. Prepare or supervise the preparation of reports, records, lists, and all other paperwork required for the school's administration.
6. Observe the personal appearance, professionalism, and time on task of all employees in the school building.
7. Work with administrative staff on issues that arise, such as transportation, special services, etc.
8. Responsible for the implementation and observance of all Board policies and regulations by the school's staff and students.
9. Maintain active relationships with students and parents.
10. Budget school time to provide for the efficient conduct of school instruction and business.
11. Develop clearly understood procedures and provide regular drills for emergencies and disasters.
12. Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic and temperature.
13. Establish and maintain an effective inventory system for all school supplies, materials and equipment.
14. Establish guidelines and maintain high standards for proper student conduct and maintaining student discipline.
15. Attend required committee meetings, special events for student achievement, school sponsored activities, functions, and athletic events.
16. Communicate with the Superintendent and Board of Education regularly about the needs, successes and general operation of the school.

17. Establish procedures for safe storing and integrity of all public and confidential school records.
18. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
19. Supervise the kitchen, custodial, and paraprofessional staff for the building to ensure standards are being maintained and students have a clean safe environment in which they attend school.
20. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in school
21. Establish schedules and procedures for the supervision of students in non-classroom areas (including before and after school).
22. Set the academic tone and actively work with teachers to develop and maintain high curriculum standards, develop mission statements, and set performance goals and objectives.
23. Hire, evaluate, train, assign, and help improve the skills of teachers and other staff.
24. Evaluate and counsel all staff members regarding their individual and group performance.
25. Conduct staff meetings to keep staff members informed of policy changes, new programs, etc.
26. Recommend according to established procedures, the removal of a teacher whose work is unsatisfactory.
27. Make arrangements for special conferences between parents and teachers.
28. Assist in the in-service orientation and training of teachers.
29. Supervise and evaluate the school's extracurricular program.
30. Cooperate with college and university officials regarding teacher training and preparation.
31. Respond to all written and oral requests for information.
32. Delegate authority to responsible personnel to assume responsibility for the school in the absence of the principal.
33. Act as a liaison between the school and the community.
34. Create and approve the master teaching schedule and any special assignments.
35. Perform any other duties as assigned by the Superintendent.

QUALIFICATIONS

1. Minimum of a M.S. in school administration with a valid Illinois Professional Educator License (PEL) with a Principal Administrative Endorsement or equivalent.
2. Five years of previous experience in an educational setting, preferably in a teaching role.
3. Knowledge of Business Office Programs, including word processing, spreadsheets, slides, etc.
4. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents and staff).
5. Ability to understand and follow basic oral and written instructions.

6. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

SCHEDULING

Hours for this position are defined by the supervisor, administration, and Board of Education.

Approved _____, 2026