

### **Administrative Responsibilities of the Building Principals**

#### Duties and Authority

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Associate Principals and Assistant Principals.

The primary responsibility of a Building Principal is the improvement of instruction.

Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in the Building Principal's employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training.

The Board and each Building Principal, Associate Principal, or Assistant Principal shall enter into an employment agreement that conforms to State law and Board policy. The terms of an individual employment contract, when in conflict with this policy, will control.

Each Building Principal, Associate Principal, and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or Associate Principal or Assistant Principal.

#### Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals, Associate Principals, and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal, Associate Principal, and Assistant Principal.

The Superintendent or designee may conduct additional evaluations.

#### Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board ~~policy~~ Policy 3.50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.: 105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.  
10 ILCS 5/4-6.2, Election Code.  
105 ILCS 127/, School Reporting of Drug Violations Act.  
23 Ill. Admin. Code Parts 35 and 50, Subpart D.

CROSS REF.: 3.50 (Administrative Personnel Other Than the Superintendent), 4.165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4.175 (Convicted Child Sex Offender; Screening; Notifications), 5.90 (Abused and Neglected Child Reporting), 5.120 (Employee Ethics; Code of Conduct; and Conflicts of Interest), 5.150 (Personnel ~~records~~ Records), 5.210 (Resignations), 5.250 (Vacation, Holidays, and Leaves of Absence), 5.290 (Employment Termination and Suspensions)

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