

***Rantoul City Schools District 137***  
**Job Description**

**Position:** Pre-K Principal

**Area:** Administration

**Reports to:** Superintendent

**Grade Level:** Pre-K

**FLSA Class:** Exempt

**Job Summary:**

The Pre-K Principal provides instructional, organizational, and administrative leadership for the school with a strong focus on the Pre-K program. This role ensures high-quality early childhood education, aligns Pre-K goals with district objectives, and fosters a culture of excellence and collaboration among all staff, students, and families.

**General Qualifications:**

- Illinois Professional Educator License endorsed for Principal or General Administrative (Type 75)
- Qualified to evaluate certified staff under ISBE requirements
- Knowledge of high-quality early childhood programs, standards, and instructional practices
- Early childhood experience strongly preferred
- Such alternatives to the above qualifications as the Board of Education may find appropriate

**Job Responsibilities:**

- **Living a Mission and Vision Focused on Results** – Promote a vision of early learning excellence that supports the district's mission and drives improved student outcomes from Pre-K through grade levels served.
- **Leading and Managing Systems Change** – Implement data-driven improvement processes that advance instructional quality, family engagement, and student success, particularly in early childhood education.
- **Improving Teaching and Learning** – Supervise curriculum implementation, instruction, and assessment practices, ensuring all teaching is developmentally appropriate and aligned with the Illinois Early Learning and Development Standards (IELDS).
- **Building and Maintaining Collaborative Relationships** – Partner with families, staff, and community organizations to promote coordinated services and smooth transitions from birth to grade three.
- **Leading with Integrity and Professionalism** – Demonstrate ethical decision-making, transparency, and adherence to district and state policies.
- **Creating and Sustaining a Culture of High Expectations** – Cultivate a safe, inclusive, and supportive school environment that fosters high expectations for student learning and staff performance.

**Supervisory Responsibilities:**

- The Pre-K building is on a shared campus with Pleasant Acres, so oversight of the campus will be shared between administration of both buildings.
- Pre-K Principal occasionally may need support at Pleasant Acres
- The following positions report to the Pre-K Principal:
  - Pre-K Teachers, Instructional Coach, and Teaching Assistants
  - Family Educator
  - Pre-K Secretary
  - Other certified and non-certified staff assigned to the program, including social worker, school psychologist, speech and language pathologist, and therapists
  - Volunteers and support staff assigned to the building
  - The Pre-K Principal also provides input to Buildings and Grounds supervisors regarding custodial staff assigned to the building.

**Instructional Leadership:**

- Oversee the selection and implementation of evidence-based early childhood curriculum and assessments.
- Supervise and evaluate all instructional staff in accordance with district and state guidelines.
- Observe classrooms regularly, providing coaching and feedback on developmentally appropriate instructional

strategies.

- Lead regular Pre-K team meetings focused on curriculum, instruction, and student progress.
- Facilitate development of common assessments and use data to inform instruction.
- Promote effective grading and assessment practices aligned with student learning targets.

#### **Family and Community Engagement:**

- Foster open communication with families and staff to maximize parent involvement in all aspects of the educational process.
- Collaborate with community early childhood providers to coordinate services, avoid duplication, and promote smooth transitions for students.
- Garner partnerships that strengthen early childhood services and family support.
- Attend family engagement events, Pre-K functions, and district activities relevant to early learning.

#### **Program and Staff Management:**

- Administer all aspects of the Pre-K Program, including grant submission, recruitment, supervision, evaluation, and professional development of staff.
- Conduct needs assessments of staff and families for continuous program improvement.
- Coordinate compliance with state and federal early childhood regulations, grants, and reporting.
- Manage the Pre-K grant and budget in collaboration with the Finance Department, ensuring fiscal responsibility and long-term financial planning.
- Oversee procurement, requisitions, and professional development expenditures.

#### **School Leadership and Collaboration:**

- Set achievable goals aligned with district and building priorities.
- Form and lead school and Pre-K leadership teams to improve instruction for all students (including ELL, special education, low-income, and at-risk populations).
- Support district initiatives by aligning Pre-K and school goals with district strategy.  
Participate in district-wide committees, policy development, and improvement initiative

**Term of Employment:** 205 Days (10 Month) – Salary and work year to be established by the Board of Education

**Starting Salary Range:** \$85,000 - \$99,000

#### **Evaluation:**

Performance of this job will be evaluated in accordance with provisions of 1) Public Act 94-1039 (ILCS 24A-15), 2) the Performance Evaluation Reform Act (PERA – 105 ILCS 5/24-25, and 3) the Board of Education's policy on evaluation of professional personnel.

#### **Working Conditions:**

- Indoor classrooms/School, exposure to: student noise, lawn mowing, music, odors of food, mowed grass and possible communicable diseases.
- Outdoor schoolyard and grounds, field trips; exposure to; temperatures (hot warm, cool, cold), and exposure to mowed grass.
- Regular work attendance.

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>				X

<b>Walk</b>				X
<b>Sit</b>		X		
<b>Use hands dexterously (use fingers to handle, feel)</b>			X	
<b>Reach with hands and arms</b>			X	
<b>Climb or balance</b>		X		
<b>Stoop/kneel/crouch or crawl</b>			X	
<b>Talk or hear</b>				X
<b>Smell</b>		X		
<b>Physical (Lift &amp; carry):</b>			X	
<b>up to 10 pounds</b>				
<b>up to 25 pounds</b>			X	
<b>up to 50 pounds</b>		X		
<b>up to 75 pounds</b>	X			
<b>up to 100 pounds</b>	X			
<b>more than 100 pounds</b>	X			

**ADOPTED:** January 15, 2026