

**RIVER FOREST DISTRICT 90**  
**JOB DESCRIPTION**  
(REVISED 4/17; replaces all previous versions)

**JOB TITLE/ASSIGNMENT**

**JOB TITLE: ASSISTANT PRINCIPAL - Elementary**

**LOCATION:** Lincoln and Willard Elementary Schools – Dual Assignment

**CHARACTERISTICS:** Administrator, 260-day contract

**REPORTS TO:** Superintendent/Principals

**SUPERVISES:** All certified and classified employees as well as any on-site volunteers and interns

**EVALUATION:** Evaluated annually by the Elementary Principals

**OVERVIEW OF THE POSITION**

Assist with the direction and supervision of instructional and extracurricular activities, staff evaluation, student conduct, school/community relations, fiscal management, and physical plant oversight within the school to meet the District's and schools' stated goals, objectives, and procedures.

**RESPONSIBILITIES/DUTIES**

**ESSENTIAL JOB FUNCTIONS:**

1. Possesses knowledge of District policies and regulations relating to areas of responsibilities.
2. Develops and implements activities that encourage students to be life-long learners.
3. Assists principals in assuring the efficient, effective operation of the schools by aiding in staff development and evaluation of employees; assisting in the development and administration of school budgets; and implementing and interpreting policies, procedures, and regulations for effective day-to-day and long term operations.
4. Contributes to student achievement by providing strong and effective educational leadership.
5. Promotes increased parental and community involvement in school and District activities.
6. Provides a positive learning climate in the schools by establishing, enforcing and maintaining appropriate student behavior standards and guidelines.
7. Assists principals in ensuring that District instructional and management programs are implemented by initiating, monitoring, and evaluating related activities. Provides leadership and direction to staff committees actively contributing to curriculum and school improvement plans and decisions. Serves as a resource and assures effective development and operation of committees, facilitating the active participation of program staff.
8. Ensures a safe and secure environment for staff and students by assisting in developing, implementing, and monitoring effective safety and security programs and procedures for buildings, grounds, and transportation routes to school.
9. Assists in providing direction for after-school clubs, student organization activities and school-related evening activities and programs.
10. In conjunction with principals, ensures that grounds meet health and safety standards by monitoring staff, community and student use. Assists in planning, budgeting, monitoring, and evaluating plant and ground maintenance and improvement work performed at the school sites.
11. Assists principals in ensuring that all State and Federal laws, negotiated contracts, Board policy and District administrative procedures and school regulations are adhered to by students, staff, parents, and the community by communicating, interpreting, and implementing laws, policies, and rules to all involved.

12. In conjunction with principals, ensures efficient and effective performance of assigned staff within District human resources policies and procedures by assigning, supervising, and scheduling the work of assigned staff. Advises, assists and trains employees as necessary. Participates in the selection of new employees and makes recommendations regarding the hiring, discipline, transfer and termination of employees. Assists in providing for the staff development, training and motivation of all employees.
13. Contributes to effective school programs by participating in professional conferences, additional training and professional reading.

**ADDITIONAL JOB FUNCTIONS:**

1. Performs other duties as assigned.

**OCCUPATIONAL CERTIFICATES/LICENSES**

1. Valid Illinois Administrative Certificate.
2. Valid First Aid/CPR Cards preferred.

**EDUCATION/VOCATIONAL PREPARATION**

1. Appropriate Bachelor's Degree and Master's Degree required.
2. Successful teaching and administrative experience required.

**PHYSICAL REQUIREMENTS**

Moderate degree of physical stamina with occasional lifting of 10 to 15 pounds and occasional lifting up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/playground). Frequent standing, walking, sitting, and bending. Frequent repetitive activities including hands, arms, and legs for clerical related work. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

**TERMS OF EMPLOYMENT**

Salary and benefits will be reviewed annually by the School Board.

**ACKNOWLEDGMENT**

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

**RIVER FOREST DISTRICT 90**  
**JOB DESCRIPTION**  
(REVISED 4/09; replaces all previous versions)

**JOB TITLE/ASSIGNMENT**

**JOB TITLE: ASSISTANT PRINCIPAL**

**LOCATION:** Middle School

**CHARACTERISTICS:** Administrator, 260 day contract

**REPORTS TO:** Superintendent/ Principal

**SUPERVISES:** All certified and classified employees as well as any on-site volunteers and interns

**EVALUATION:** Evaluated annually by the Superintendent

**OVERVIEW OF THE POSITION**

To direct and supervise all curricular and extracurricular activities, staff performance, school/community relations, fiscal management, and physical plant oversight within the school to meet the District's and school's stated goals, objectives, and procedures.

**RESPONSIBILITIES/DUTIES**

**ESSENTIAL JOB FUNCTIONS:**

1. Possesses knowledge of District policies and regulations relating to areas of responsibilities.
2. Develops and implements activities that encourage students to be life-long learners.
3. Assists the principal in assuring the efficient, effective operation of the school by aiding in staff development and evaluation of employees; assisting in the development and administration of the school budget; and implementing and interpreting policies, procedures, and regulations for effective day-to-day and long term operations.
4. Contributes to student achievement by providing strong and effective educational leadership.
5. Promotes increased parental and community involvement in school and District activities.
6. Provides a positive learning climate in the school by establishing, enforcing and maintaining appropriate student behavior standards and guidelines.
7. Assists the principal in ensuring that District instructional and management programs are implemented in initiating, monitoring, and evaluating related activities. Provides planning leadership and direction to staff committees actively involved in contributing to curriculum and school improvement plans and decisions. Serves as a resource and assures effective development and operation of committees and the active participation of program staff.
8. Ensures a safe and secure environment for staff and students by assisting in developing, implementing, and monitoring effective safety and security programs and procedures for buildings, grounds, and transportation routes to school.
9. Assists in providing direction for after-school athletic, intramural, student organization activities and school- related evening activities and programs.
10. In conjunction with the principal, ensures that grounds meet health and safety standards by monitoring staff, community and student use. Assists in planning, budgeting, monitoring, and evaluating plant and ground maintenance and improvement work performed at the school site.
11. Assists the principal in ensuring that all State and federal laws, negotiated contracts, Board policy and District administrative procedures and school regulations are adhered to by students, staff, parents, and the community by communicating, interpreting, and implementing laws, policies, and rules to all involved.

12. In conjunction with the principal, ensures efficient and effective performance of assigned staff within District human resources policies and procedures by assigning, supervising, and scheduling the work of assigned staff. Advises, assists and trains employees as necessary. Participates in the selection of new employees and makes recommendations regarding the hiring, discipline, transfer and termination of employees. Assists in providing for the staff development, training and motivation of all employees.
13. Contributes to effective school programs by participating in professional conferences, additional training and professional reading.

**ADDITIONAL JOB FUNCTIONS:**

1. Performs other duties as assigned.

**OCCUPATIONAL CERTIFICATES/LICENSES**

1. Valid Illinois Administrative Certificate.
2. Valid First Aid/CPR Cards preferred.

**EDUCATION/VOCATIONAL PREPARATION**

1. Appropriate Bachelor’s Degree and Master’s Degree required; Doctorate encouraged.
2. Successful teaching and administrative experience required.

**PHYSICAL REQUIREMENTS**

Moderate degree of physical stamina with occasional lifting of 10 to 15 pounds and occasional lifting up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/playground). Frequent standing, walking, sitting, and bending. Frequent repetitive activities including hands, arms, and legs for clerical related work. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

**TERMS OF EMPLOYMENT**

Salary and fringe benefits will be reviewed annually by the School Board.

**ACKNOWLEDGMENT**

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**RIVER FOREST DISTRICT 90**  
**JOB DESCRIPTION**  
(REVISED 2/16; replaces all previous versions)

**JOB TITLE/ASSIGNMENT**

**JOB TITLE: DIRECTOR OF CURRICULUM AND INSTRUCTION**

**LOCATION:** District Office

**CHARACTERISTICS:** Administrator, twelve month contract

**REPORTS TO:** Superintendent

**SUPERVISES:** All certified and classified employees

**EVALUATION:** Evaluated annually by the Superintendent

**OVERVIEW OF THE POSITION**

In conjunction with the Superintendent of Schools, directs and supervises all functions related to curriculum, instruction, RtI and staff development; administers all functions relative to the federal and state grants and titles; develops, organizes and manages the day-to-day operations of the educational program and overall functioning of the District.

**RESPONSIBILITIES/DUTIES**

**ESSENTIAL JOB FUNCTIONS:**

1. Possesses knowledge of District policies and regulations relating to areas of responsibilities.
2. Develops and implements activities that encourage students to be life-long learners.
3. Develops and implements a framework for the integration of assessment, curriculum, differentiation, and RtI.
4. Works with principals, assistant principals, district leadership team, teachers, and subject matter specialists in developing curriculum consistent with district philosophy and goals.
5. Coordinates and evaluates the assessments, curricula and instructional programs and makes appropriate recommendations for changes and/or modifications.
6. Ensures that the curricula are in line with the Illinois State Standards and aligned to the common core Assessment Framework.
7. Ensures that the instructional programs engage learners and provide a variety of methods for the students to demonstrate performance and accomplishments.
8. Ensures that appropriate assessments and data are utilized for instructional decision-making and targeted interventions for all students.
9. Oversees staff in evaluation of curriculum and textbooks, making recommendations to Board for approval; encourages staff to assess critically both old and new instructional materials, programs and teaching processes, in light of District and State student learning goals; encourages staff to remain informed of educational research and effective teaching techniques; encourages staff to visit classroom/programs of other teachers both within the District and outside the District.
10. Evaluates student progress in instructional programs by means that include the monitoring of the up-to-date student database, which hosts our local, state, and national scores.
11. Develops an annual budget, staff development plan, and summer work plans that align to District goals.
12. Meets regularly with the District Leadership Team and plans and organizes the annual district institute and inservice days.
13. Plans and Implements the school-wide and district-wide professional development activities. Provides opportunities for effective staff development that addresses the needs of the instructional program and needs of the staff, including workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies.

14. Develops and organizes the New Teacher Induction Program; orients new staff members and provides opportunities for their input in the school program.
15. Develops, coordinates, and monitors all aspects of the NCLB grant including: grant development budget, eligibility, evaluation, and program needs.
16. Assists with implementation of Strategic Plans.
17. Coordinates and meets regularly with the District Reading, Math and Instructional Specialists and oversees ELL grants and resources.
18. Develops District and program calendars to support goals, initiatives and imposed requirements.
19. Maintains positive, cooperative, and mutually supportive relationships with all instructional staff and ancillary and support personnel; maintains good communication with students, staff, parents, and community members.
20. Provides support to principals in their role as professional developers and encourages the use of a variety of instructional strategies, materials, and assessments.
21. Serves as District 90 Homeless Liaison and supports families in need of homeless services.
22. Supervises and coordinates District nurses to ensure continuity of services.

**ADDITIONAL JOB FUNCTIONS:**

1. Performs other duties as directed by the Superintendent.

**OCCUPATIONAL CERTIFICATES/LICENSES**

1. Valid Illinois Administrative certificate.
2. Valid First Aid/CPR/AED Training preferred.

**EDUCATION/VOCATIONAL PREPARATION**

1. Appropriate Bachelor's Degree and Master's Degree required; Doctorate encouraged.
2. Successful teaching and administrative experience required.

**PHYSICAL REQUIREMENTS**

Moderate degree of physical stamina with occasional lifting of 10 to 15 pounds and occasional lifting up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom, office and other community settings. Frequent standing, walking, sitting, and bending. Frequent repetitive activities including hands, arms, and legs for clerical related work. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

**TERMS OF EMPLOYMENT**

Salary and fringe benefits will be reviewed annually by the School Board.

**ACKNOWLEDGMENT**

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**RIVER FOREST DISTRICT 90**  
**JOB DESCRIPTION**  
(REVISED 4/09; replaces all previous versions)

**JOB TITLE/ASSIGNMENT**

**JOB TITLE: DIRECTOR OF FINANCE AND FACILITIES/CSBO**

LOCATION: District Office

CHARACTERISTICS: Administrator, 260 day contract

REPORTS TO: Superintendent

SUPERVISES: Payroll Clerk and Accounts Payable/Special Education Clerk

EVALUATION: Evaluated annually by the Superintendent

**OVERVIEW OF THE POSITION**

To administer all aspects of the District's business and fiscal affairs and to increase the overall effectiveness and efficiency of all corresponding business management and facility operations.

**RESPONSIBILITIES/DUTIES**

**ESSENTIAL JOB FUNCTIONS:**

1. Possesses knowledge of District policies and regulations relating to areas of responsibilities.
2. Serves in an advisory role to the Superintendent on all questions related to the financial and business management of the District.
3. Implements all administrative regulations, board policies, and State and federal laws relevant to the financial management of the District.
4. Prepares such fiscal reports and other related materials as are necessary or required by the School Board, the Superintendent, auditors or governmental agencies.
5. Directs the operational accounting functions of the District including accounts payable, payroll, accounts receivable, and financial reporting as requested by appropriate governmental agencies.
6. Assists the Superintendent in the preparation of the budget and administers a budget control system for the District.
7. Performs budget management ensuring that all transactions are properly coded and accounted for, producing reports for principals and department heads, ensuring transactions are within budgetary limits.
8. Maintains such accounts and accounting procedures that are necessary to prepare the reports on expenditures, revenues, and financial affairs of the District as required by auditors, laws, the School Board, and the Superintendent.
9. Provides a monthly report on the status of the budget for the School Board.
10. Provides supervision of all insurance coverage, contracts, agreements and transactions affecting the business function of the District.
11. Reconciles the monthly bank statements for the Imprest and Activity Accommodation accounts as well as perform monthly cash management and accounting.
12. Reviews the individual building Student Activity Fund monthly activity reports and the bank reconciliations provided by the building principals.
13. Establishes and maintains a system of purchasing and inventory control for all classroom/office supplies and capital outlay.
14. Maintains a fixed asset computer program for the District.

15. Collects, protects and distributes District funds in accordance with Board policies, State and local regulations, and standard accounting practices.
16. Serves as the Safety Officer for the District.
17. Performs such duties and assumes such other responsibilities as the Superintendent may determine.

#### ADDITIONAL JOB FUNCTIONS:

1. Attends staff meetings as requested.
2. Makes presentations on financial-related issues to community or other groups as requested.
3. Attends Board and Committee meetings and acts as Board Recording/Election Secretary.
4. Performs management of the Buildings and Grounds Department including training, scheduling, purchasing and supervision.
5. Manages the procedures for processing building utilization requests from outside organizations.
6. Performs duties of the IMRF Authorized Agent.

#### OCCUPATIONAL CERTIFICATES/LICENSES

1. Valid Illinois Driver's license with excellent driving record.
2. Valid First Aid/CPR cards, bloodborne pathogen and Epipen trainings preferred.
3. Genuine enjoyment of working in a school setting.
4. Outstanding communication skills—both oral and written—which are effective across a wide variety of audiences, including students, parents and staff.
5. Respects confidentiality in the workplace and maintains office professionalism.
6. Technical competencies, including accounting software, word processing, spreadsheets, email, and the like.

#### EDUCATION/VOCATIONAL PREPARATION

1. Bachelor's Degree in Business, Finance or Management required; Type 75 Administrative Certificate with the CSBO endorsement required.
2. Minimum five years of successful, financial administrative experience.
3. Knowledgeable about all aspects of school District finances.

#### PHYSICAL REQUIREMENTS

Light degree of physical stamina with occasional lifting up of 10 to 15 pounds. Ability to move freely to various locations within office and school settings. Frequent standing, walking, sitting, and bending. Frequent repetitive activities including hands, arms, and legs for clerical related work. Exposure to noise and activity of a school setting.

#### TERMS OF EMPLOYMENT

Salary and fringe benefits will be reviewed annually by the School Board.



## ACKNOWLEDGMENT

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PRINTED NAME \_\_\_\_\_

**RIVER FOREST DISTRICT 90**  
**JOB DESCRIPTION**  
(REVISED 11/17; replaces all previous versions)

**JOB TITLE/ASSIGNMENT**

**JOB TITLE: DISTRICT DIRECTOR OF SPECIAL EDUCATION**

**LOCATION:** District Office

**CHARACTERISTICS:** Administrator, 12 month contract

**REPORTS TO:** Director of Curriculum and Instruction

**SUPERVISES:** In conjunction with building administrators, all certified and classified special education employees

**EVALUATION:** Evaluated annually by the Superintendent

**OVERVIEW OF THE POSITION**

To provide excellence in education by delivering a high quality comprehensive special education program, assuring compliance with State and Federal regulations governing special education programs and services, and fulfilling responsibilities as a member of the District's administrative team.

**RESPONSIBILITIES/DUTIES**

**ESSENTIAL JOB FUNCTIONS:**

1. Possesses knowledge of District policies and regulations relating to areas of responsibilities.
2. Develops and implements activities that encourage students to be life-long learners.
3. Assures the provision of a free and appropriate public education for children in special education.
4. Attends IEP conferences and other meetings pertaining to students referred for special education services as needed
5. Coordinates the delivery of specialized services, including private and parochial school services
6. Establishes procedures for evaluation, placement, assignment and reevaluation of students with regard to the special education programs
7. In conjunction with building administrators, supervises and evaluates special education staff
8. Evaluates special education programs and makes recommendations for new programs or changes in service delivery models
9. Arranges for transportation of students placed in special education programs, as needed
10. Coordinates a Special Education Advisory committee for the District
11. Stays abreast of legal requirements governing special education and disseminates that information to administrators and staff
12. Interprets and informs staff and community regarding state and federal regulations pertaining to special education
13. Recruits, selects and recommends hiring of special education staff including special education instructional assistants
14. Monitors the maintenance of student records for children eligible for special education services.
15. Develops budget recommendations, including IDEA funds and monitors expenditures for special education services and equipment
16. Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents legally and administratively required for compliance
17. Assists building administrators in the responsibilities associated with the implementation of special education programs within their buildings
18. Interprets the objectives and programs of special education department to the Board of Education, administration and staff and community

19. Assists with the coordination and interpretation of diagnostic evaluations on individual students as necessary
20. Monitors the educational placement and progress of students placed in out-of-district private and public programs
21. Assists with the investigation of complaints related to non-discrimination policies of the District
22. Provides or secures technical assistance and staff development for classroom teachers, social workers, speech and language therapists, and nurses
23. Serves as the Early Intervention/Early Childhood program contact or facilitator
24. Oversees/supports nursing staff and health related committees (allergy)
25. Oversees/supports social workers and social/emotional/behavioral planning and procedures (with principals and Director of Curriculum and Instruction)
26. Other duties as deemed necessary by the Superintendent

**ADDITIONAL JOB FUNCTIONS:**

1. Attends staff meetings and serves on staff committees as required.
2. Maintains professional competence through participation in District provided in-service activities and/or self-selected professional growth activities related to job responsibilities.
3. Provides oversight for District RtI Program and Initiatives.
4. Performs other duties as assigned.

**OCCUPATIONAL CERTIFICATES/LICENSES**

1. Valid Illinois Administrative Certificate
2. Valid First Aid/CPR Cards preferred
3. Director of Special Education Endorsement
4. Growth Through Learning Teacher Evaluation Certification (must possess or complete satisfactorily within 60 days of hire)

**EDUCATION/VOCATIONAL PREPARATION**

1. Appropriate Bachelor's and Master's Degree required; Doctorate encouraged.
2. Successful teaching and administrative experience required.

**PHYSICAL REQUIREMENTS**

Moderate degree of physical stamina with frequent lifting up to 10 pounds and occasional lifting up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/playground). Frequent standing, walking, sitting, and bending. Frequent repetitive activities including hands, arms, and legs for clerical related work. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

**TERMS OF EMPLOYMENT**

Salary and fringe benefits will be reviewed annually by the School Board.

**ACKNOWLEDGMENT**

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PRINTED NAME \_\_\_\_\_

**RIVER FOREST DISTRICT 90**  
**JOB DESCRIPTION**  
(REVISED 4/09; replaces all previous versions)

**JOB TITLE/ASSIGNMENT**

**JOB TITLE: PRINCIPAL**

**LOCATION:** Elementary and Middle School

**CHARACTERISTICS:** Administrator, twelve month contract

**REPORTS TO:** Superintendent

**SUPERVISES:** All certified and classified employees as well as any on-site volunteers and interns

**EVALUATION:** Evaluated annually by the Superintendent

**OVERVIEW OF THE POSITION**

To direct and supervise all curricular and extracurricular activities, staff performance, school/community relations, fiscal management, and physical plant oversight within the school to meet the District's and school's stated goals, objectives, and procedures.

**RESPONSIBILITIES/DUTIES**

**ESSENTIAL JOB FUNCTIONS:**

1. Possesses knowledge of District policies and regulations relating to areas of responsibilities.
2. Develops and implements activities that encourage students to be life-long learners.
3. Assures the efficient, effective operation of the school by directing the staff development and evaluation of employees; developing and administering the school budget; and implementing and interpreting policies, procedures, and regulations for effective day-to-day and long term operations.
4. Contributes to student achievement by providing strong and effective educational leadership.
5. Ensures effective community-staff-student relations by promoting communication and participation, by identifying needs and planning, implementing, monitoring, and evaluating the school-community relations activities in a manner which is visible to the public. Promotes increased parental and community involvement in school and District activities.
6. Provides a positive learning climate in the school by establishing, enforcing and maintaining appropriate student behavior standards and guidelines.
7. Provides effective student guidance and counseling programs by directing specialized personnel in their work with students and parents.
8. Contributes to an effective, comprehensive, District-wide integrated educational and student development program by directing the development and effective implementation of applicable program elements at the primary/middle school level and ensuring an orderly transition between grade school, middle school and high school.
9. Ensures that District instructional and management programs are implemented in initiating, monitoring, and evaluating related activities. Provides planning leadership and direction to staff committees actively involved in contributing to curriculum and school improvement plans and decisions. Serves as a resource and assures effective development and operation of committees and the active participation of program staff.
10. Ensures the systematic improvement and evaluation of instructional and management programs that respond to student, school, community, and District needs.

11. Ensures the systematic implementation of program planning, budgeting, evaluation, record keeping, and internal controls for financial and property accounting by being informed and directing others in the system's procedures. Prepares the school's budget by monitoring the expenditure of funds allocated to the school and making decisions regarding the reallocation of school funds within District guidelines.
12. Ensures a safe and secure environment for staff and students by developing, implementing, and monitoring effective safety and security programs and procedures for buildings, grounds, and transportation routes to school.
13. Provides direction for after-school athletic, intramural, student organization activities and school-related evening activities and programs.
14. Ensures that grounds meet health and safety standards by monitoring staff, community and student use. Plans, budgets, monitors, and evaluates plant and ground maintenance and improvement work performed at the school site.
15. Ensures that all State and federal laws, negotiated contracts, Board policy and District administrative and school regulations are adhered to by students, staff, parents, and the community by communicating, interpreting, and implementing laws, policies, and rules to all involved.
16. Ensures efficient and effective performance of assigned staff within District human resources policies and procedures by assigning, supervising, and scheduling the work of assigned staff. Advises, assists and trains employees as necessary. Participates in the selection of new employees and makes recommendations regarding the hiring, discipline, transfer and termination of employees. Provides for the staff development, training and motivation of all employees.
17. Contributes to effective school programs by participating in professional conferences, additional training and professional reading.

#### ADDITIONAL JOB FUNCTIONS:

1. Performs other duties as assigned.

#### OCCUPATIONAL CERTIFICATES/LICENSES

1. Valid Illinois Administrative Certificate.
2. Valid First Aid/CPR Cards preferred.

#### EDUCATION/VOCATIONAL PREPARATION

1. Appropriate Bachelor's Degree and Master's Degree required; Doctorate encouraged.
2. Successful teaching and administrative experience required.

#### PHYSICAL REQUIREMENTS

Moderate degree of physical stamina with occasional lifting of 10 to 15 pounds and occasional lifting up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/playground). Frequent standing, walking, sitting, and bending. Frequent repetitive activities including hands, arms, and legs for clerical related work. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

TERMS OF EMPLOYMENT

Salary and fringe benefits will be reviewed annually by the School Board.

ACKNOWLEDGMENT

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**RIVER FOREST DISTRICT 90**  
**JOB DESCRIPTION**  
(REVISED 4/09; replaces all previous versions)

**JOB TITLE/ASSIGNMENT**

**JOB TITLE: SUPERINTENDENT**

**LOCATION:** District Office

**CHARACTERISTICS:** Executive Administrator, 12 month contract

**REPORTS TO:** School Board

**SUPERVISES:** All administrative, certified, classified, contract, and confidential employees

**EVALUATION:** Evaluated annually by the School Board

**OVERVIEW OF THE POSITION**

To serve as Chief Executive Officer of the District except as otherwise provided by law; decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the District and its schools. Performs such duties and exercise such authority and responsibility as may be required or assigned by law or by the School Board.

**RESPONSIBILITIES/DUTIES**

**ESSENTIAL JOB FUNCTIONS:**

1. Initiates and directs the development of District policies for approval by the Board.
2. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve; provides the Board with necessary and helpful facts, data, reports and other information; facilitates the presentation to the Board of advice on special or technical matters from those persons qualified to furnish advice.
3. Implements Board policies and develops appropriate regulations, subject to Board approval; interprets policies and regulations for staff, students, and the public.
4. Acts on own discretion, when necessary, in any matters not covered by the Board policy; reports such actions to the Board as soon as practicable; recommends policy adoption or modification in such matters, as needed.
5. Hires, supervises, directs, transfers, promotes, assigns, evaluates, disciplines and discharges all teachers, other administrative and educational employees, and support staff employed in the District, in accordance with applicable laws, collective bargaining agreements, and District policies.
6. Recommends the hiring, assignment, transfer, promotion, discipline or discharge of any employees of the District, in accordance with applicable laws and District policies.
7. Works in conjunction with Curriculum Director to oversee staff development needs and designs or recommends programs to meet those needs; encourages the professional growth of staff members in designing of their own professional growth programs.
8. Assesses personal professional development needs and designs and recommends programs to meet those needs; keeps advised of current education trends; reviews his/her professional development needs and goals annually with the Board.
9. Works in conjunction with Curriculum Director to oversee a plan for organization and direction of student programs, activities and services, including student records on promotion, attendance, and other matters.

10. Oversees the development and implementation of safety and health programs and procedures (including all necessary training programs) required by applicable laws or District policies; takes emergency action in the event of injury; takes action as required to increase student safety and protect the public and their property in school-related activities and functions
11. Attends all meetings of the Board, except those concerned with his/her own contract status or salary; takes part in Board deliberations, but does not vote.
12. Serves as the educational leader of the District and its schools with assistance from the Curriculum Director, principals and staff. Oversees coordination of District objectives and programs with State educational directives and goals and District student learning goals.
13. In conjunction with the Curriculum Director, oversees a plan for instructional management which includes such factors as: assessment of program effectiveness; curriculum articulation (K-12) and curriculum design; instructional and motivation psychology; use of instructional time and resources; expansion of technology-based programs.
14. Maintains an appropriate program of public communication and public contacts, both within and outside the District, designed to keep the public informed of District needs, concerns, and achievements.
15. Represents the schools before the public and maintains, both within and outside the schools, an appropriate program of public communication and public contacts designed to improve understanding and morale within the schools and keep the public informed about the activities, successes, and needs of the schools.
16. Represents the District in dealing with other School Districts, the State Department of Education, social service agencies, businesses, foundations, government agencies and other organizations with respect to programs related to the District's goals and objectives.
17. Develops and implements appropriate programs to keep District patrons and community members informed about current educational practices and trends.
18. Keeps teachers, students and parents informed of decisions and factors affecting decisions to gain increased understanding and support in all areas of the school program.
19. Establishes an effective system for handling complaints and concerns received in the school, including the investigation of facts and constructive responses to good faith grievances; keeps written records of communication from and with patrons regarding complaints or concerns.
20. Oversees programs for appropriate fiscal management for the District; monitors compliance with these programs; promptly reports actual or potential problems to the Board as necessary.
21. Directs preparation of an annual budget showing estimated receipts and disbursements necessary to cover the needs of the District for the ensuing fiscal year; submits estimates to the Board as required by law; serves as the Budget Officer for the District.
22. Approves and directs, in accordance with applicable laws and District policies, purchases and expenditures, within budget limits; directs facilities studies, considering population trends, educational and cultural needs of the District, to promote timely decisions by the Board and community regarding capital improvement projects.
23. Works with the School Board to achieve annual budgeted enrollment goals.

Note: The specific enumeration of the Superintendent's duties and responsibilities as detailed above will not act to limit the broad authority and responsibility of the office.

#### OCCUPATIONAL CERTIFICATES/LICENSES

1. Valid Illinois Administrative certificate.
2. Valid First Aid/CPR Cards preferred.



## EDUCATION/VOCATIONAL PREPARATION

1. Appropriate Bachelor's Degree and Master's Degree required; Doctorate preferred.
2. Successful teaching and administrative experience required.

## PHYSICAL REQUIREMENTS

Moderate degree of physical stamina with occasional lifting of 10 to 15 pounds and occasional lifting up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom, office and other business and community settings. Frequent standing, walking, sitting, and bending. Frequent repetitive activities including hands, arms, and legs for clerical related work. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

## TERMS OF EMPLOYMENT

Salary and fringe benefits are reviewed annually by the School Board, according to established contract.

## ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_