



Cicero School District #99

Job Title: Principal Elementary School
Reports to: Superintended, Assistant Superintendent or designee

Position Summary

The principal is responsible for the total program at the assigned school, including activities that relate to the teachers, students, educational program, supplies and equipment. The principal will act in an advisory capacity to the Superintendent in all matters pertaining to the assigned school. The Principal's primary responsibility is in the improvement of instruction. A majority of the Principal's time shall be spent on curriculum and staff development through both formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices and policies with parents and teachers.

Qualifications & Requirements

- Hold a Current Illinois Professional Educator License with an Administrative Endorsement (Type 75)
- Have knowledge of the Illinois Learning Standards
- Be an instructional leader
- Possess excellent oral and written communication skills
- Have knowledge or experience related to Professional Learning Communities
- Demonstrate commitment to student achievement and school improvement
- Support 21st Century Learning and Teaching
- Demonstrate an ongoing commitment to personal professional development.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Duties & Responsibilities

- Provides leadership to develop and improve the instructional programs and the academic achievement through the school improvement process; devotes fifty-one percent of the time to instructional leadership.
- Develops appropriate in-service activities for school improvement days and institute days in order for the faculty and staff to have opportunities to enhance teaching skills.
- Evaluates all staff members, program assistants, and office and technical staff assigned school.
- Screens candidates and makes recommendations for employment to the Executive Director of Human Resources.
- Organizes and develops a school climate that promotes adequate discipline of students, rapport with teachers and understanding of parents to the end of an excellent teaching environment.
- Insures the effective administration of the building discipline system.
- Maintains and updates the crisis plan for the school.
- Coordinates and organizes the use of school facilities in the best interests of the students and the community.
- Oversees and directs the supervision of all extra-curricular activities.
- Creates an organizational plan that facilitates the smooth operation of the overall building, including programs, cafeteria, personnel, and students.
- Develops a yearly budget for the elementary school and understands the accounting procedures.
- Insures the supervision of attendance records and periodically reviews those records to make sure that school staff members are following ISBE requirements and reporting the data accurately.
- Organizes and administers the school within the approved policies of the Board of Education.
- Complies with all ISBE requirements regarding educational leadership and school improvements planning.
- Maintains positive public relations with parents and the community.

- Communicates and cooperates with all appropriate administrative personnel, teaching staff, parents, students and others in assuring the best education for all students.
- Informs the central office administration of any or all matters in the building that may have ramifications for the Board of Education.
- Complies with the requirements for the use of Title 1, gifted money, and any other grant money used in the elementary school.
- A minimum of 5% of the normal work day will be devoted to the safety of people involved with the school system and to safeguard the buildings, furnishings, books, and apparatus contained therein from damage and insures proper care and cleanliness.
- Knows the provisions of all collective bargaining agreements to properly administer those provisions for which the Principal is responsible.
- Completes all reports and special duties assigned by or with the approval of the Superintendent

Supervisory Responsibilities

- Supervises, Assistant Principals, Deans, and all full and part time building staff, including teachers, a nurse, office and technical employees, speech therapist, school psychologist, student teachers and program assistants. The Principal is also indirectly responsible for cooks and custodians.

Working Environment:

- The job is performed under minimal temperature variations and is generally a hazard free environment.

Physical requirements

- Regularly required to sit, stand, walk, talk, hear, operate a computer, other office equipment, reach with hands

Terms of Employment

Start Date:	Per Contract
Hours:	8:00am– 4:00 pm
Work Year:	11 month
Compensation:	To be determined by the Board of Education
Union Affiliation:	Nonunion

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.