



Rock Island-Milan School District 41  
Human Resources Department

**JOB DESCRIPTION**  
**Elementary School Principal**

**POSITION INFORMATION:**

<b>POSITION TITLE</b>	Elementary School Principal
<b>DATE CREATED/AMENDED</b>	7/1/2024; 4/4/2025
<b>DEPARTMENT</b>	Administration
<b>LOCATION</b>	Earl Hanson
<b>FULL-TIME/PART-TIME</b>	Full-Time
<b>APPOINTMENT TERM</b>	210/days
<b>FLSA:EXEMPT</b>	Exempt
<b>REPORTS TO:</b>	Superintendent
<b>OTHER INFORMATION</b>	Salary - \$113,837 – 135,004

**POSITION SUMMARY INFORMATION:** *Essential Duties and Requirement Details*

Under the Superintendent's direction, the Elementary School Principal is responsible for the school's performance and operations. The Elementary School Principal's primary focus is improving instruction and ensuring academic success for all scholars. The Elementary School Principal supports research-based teaching methods, ensures safety, monitors scholar achievement, promotes family engagement, manages the budget, hires and evaluates staff, and oversees building operations.

**Essential Functions and Responsibilities:**

**Instructional Leadership**

- Leads all staff in a continuous effort to improve the educational programs of the school.
- Oversees the planning, and implementation of orientation and professional development programs for all staff.
- Provides leadership that ensures curriculum is consistent with State and District standards, challenges scholars through rigor and relevance, and utilizes relevant assessments to determine where learning has occurred and re-teaching is required.
- Conducts regular formative observations of teachers and staff.



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- Knows and is able to identify best instructional practices, and provides coaching in the use of effective instructional strategies.
- Assesses the educational achievement of scholars in relation to their learning potential.
- Facilitates a building leadership team that focuses on the improvement of teaching and learning for all scholars.

**School Improvement**

- Facilitates the development of teacher capacity within grade-level teams and curricular departments to function as effective groups with action plans to accomplish specific scholar achievement goals.
- Guides grade-level teams and departments in the development of common formative and summative assessments related to learning targets, stressing the appropriate use of each and working with teachers to analyze results to improve scholar achievement.
- Facilitates dialogue with staff on effective grading practices, with particular emphasis on how teachers can adapt grading practices to meet the overall district goal of having grades be a meaningful representation of what scholars know and are able to do based on established learning targets.
- Facilitates and participates in the design and implementation of a problem-solving process that includes a specific and purposeful emphasis on data collection and Multi-Tiered Systems of Support (MTSS).
- Facilitates a decision-making process in which the group develops essential outcomes related to the school's report card strategies, learning targets, common formative and summative assessments, instructional pacing guides, and differentiated instructional strategies.

**Personnel Management**

- Recommends to the Assistant Superintendent of Human Services the employment, assignment, promotion, and dismissal of all instructional and non-instructional personnel.
- Supervises and is responsible for implementation of the evaluation plan and procedures for all staff.
- Resolves faculty and staff interpersonal conflicts in accordance with District policy and in a manner designed to foster cooperation among staff members.

**Management of Fiscal, Administrative, and Facilities Functions**

- Facilitates the development of the school and departmental budgets under the leadership of the Chief Financial Officer and monitors monthly departmental budgets.
- Develops and monitors a system to manage facilities in collaboration with the District's Operations and Maintenance Department.



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**Student Management**

- Maintains an orderly and safe atmosphere in the Elementary School building(s).
- Develops and monitors a school behavior plan that emphasizes best-practices in Social Emotional Learning (SEL) and Restorative Practices that align with the Code of Conduct.

**School and Community Relations**

- Develops and implements programs designed to facilitate family and community awareness of school activities, policies, procedures, and scholar achievement.
- Regularly represents the school at school and community functions.
- Maintains effective working relationships with governmental agencies and institutions that partner with the school district, as directed by the Superintendent.
- Assumes responsibility for assuring that the practices of the schools are aligned with Federal and State regulations, and regional accreditation organizations.
- Attends Board of Education meetings as necessary and appropriate.
- Facilitates and sustains open dialogue with families to maximize family involvement in all aspects of the educational process, including improvement of instruction, school climate, athletics, and extracurricular activities.

**Supervisory Responsibilities**

- Supervises the leadership team of the school, which includes assistant principals and deans.
- Supervise teachers and support staff.
- Supervises external partners assigned to the Elementary School (resource officers, volunteers, etc.).
- Delegates supervision, as necessary, for those who support teachers (i.e. hall monitors, security staff, custodians, secretaries, etc.).

**Required Education:**

- Master's Degree
- Doctorate Degree preferred

**Required Qualifications:**

- 5 years of teaching experience
- 3 years of elementary administrative experience
- Experience understanding and working with scholars from diverse backgrounds

**Preferred Qualifications:**

- Experience as a principal



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**Certifications, Licenses:**

- Professional Educators License (PEL)
- General Administrative or Principal Endorsement

**Physical Demands/Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgements:**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

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Supervisor Signature

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Date

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Employee Signature

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Date