

# **Taylorville CUSD #3**

## **JOB DESCRIPTION**

**Position Title:** Principal  
**Department:** Administration  
**Reports to:** Superintendent  
**Employment:** Non-Bargaining, Certified  
**Adoption Date:**

### **SUMMARY**

This position is responsible for acting as the educational leader, responsible for managing the policies, regulations, and procedures of the school.

### **DUTIES**

1. Supervise the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
2. Develop clearly understood procedures and provide regular drills for emergencies and disasters.
3. Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic and temperature.
4. Establish and maintain an effective inventory system for all school supplies, materials and equipment.
5. Communicate with the Board of Education regularly about the needs, successes and general operation of the school.
6. Establish procedures for safe storing and integrity of all public and confidential school records.
7. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
8. Attend required committee meetings and extra school sponsored functions.
9. Supervise the kitchen and custodial staff for the building to ensure standards are being maintained and students have a clean safe environment in which they attend school.
10. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in school
11. Establish schedules and procedures for the supervision of students in non-classroom areas (including before and after school).
12. Set the academic tone and actively work with teachers to develop and maintain high curriculum standards, develop mission statements, and set performance goals and objectives.
13. Hire, evaluate, and help improve the skills of teachers and other staff.
14. Complete yearly reporting as required by the Superintendent
15. Perform any other duties as assigned by the Superintendent.

### **QUALIFICATIONS**

1. Minimum of a M.S. in school administration with a valid Illinois teaching certificate with the General Administrative Endorsement.
2. 2 - 4 yrs. previous experience in an educational setting, preferably in a teaching role. Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
3. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents and staff).
4. Ability to understand and follow basic oral and written instructions.
5. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

### **SCHEDULING**

Regular working hours are 7:30 a.m. to 4:00 p.m. Monday through Friday, 260 day employee. Work hours for this position will vary based on time of year and scheduling. Employees are required to work when scheduled or directed, which may include hours outside regularly scheduled work days.