

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

BUILDING PRINCIPAL

Supervisor: Superintendent

FLSA Status: Exempt

Employee Group: Administrative

Qualifications:

1. Valid Illinois Professional Educator License with Administrative Endorsement
2. Master's Degree in Education
3. At least three years of successful teaching experience
4. Ability to work with all stakeholders in a respectful and dignified manner
5. Commitment to administer and supervise the building's educational program in a manner that affords each student an opportunity to grow academically and build character

Terms of Employment:

- Twelve (12) Month Contract
- Twenty (20) Vacation Days

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Administer and manage the building in a manner that is within Board policy and consistent with established District procedures.
2. Submit personnel recommendations to the Superintendent concerning appointment, retention, promotion, and evaluation and assignment.
3. Administer and supervise the building's educational program in a manner that affords each student an opportunity to grow academically and build character.
4. Develop and maintain an effective building budget.
5. Stimulate and maintain high staff morale by appropriately involving the staff in the planning and operation of the building's educational program.
6. Consistently evaluate the academic and instructional achievements of the program and plan improvements based on District Mission and Beliefs.
7. Provide the necessary leadership to establish and maintain orderly and appropriate student conduct.
8. Attend and supervise school activities during school and outside activities at home or away.
9. Organize and coordinate on-going professional development for the staff based on District Mission, Beliefs and initiatives.
10. Attend board meetings and serve on District/school committees and professional organizations as appointed by the Superintendent.

11. Serve as community ambassador for community events, committees and civic organizations as assigned by the Superintendent.
12. Keep current with best practices and requirements as they relate to job assignment.
13. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.