

# **Paris Cooperative High School**

## **JOB DESCRIPTION**

**Position Title:** Principal  
**Department:** Administration  
**Reports to:** Superintendent  
**FLSA Class:** Exempt  
**Effective Date:** 09/01/2023

### **SUMMARY**

This position is the chief administrator of the school to which he or she is assigned and is responsible for acting as the educational leader, responsible for managing the policies, regulations, and procedures of the school.

### **DUTIES**

1. Evaluates teachers on regular basis in accordance with negotiated contract, school policy, and state law.
2. Evaluates, develops, and implements curriculum for the improvement of instruction.
3. Studies, revises, and recommends needed curriculum, course, or textbook changes in conjunction with staff to the superintendents and Board on a continuing basis.
4. Trains and develops teachers.
5. Provides leadership to teachers and staff and supervises the school management processes.
6. Conducts regularly scheduled staff meetings for the improvement and welfare of the school.
7. Develops and updates annual school improvement plan including a plan for implementation of school goals and objectives.
8. Establishes and maintains an effective learning climate in the school.
9. Secures and recommends the employment of the best qualified and most competent staff within the building.
10. Assigns employees in the best interests of the students and school.
11. Reports to the superintendents and Board any employee whose service is unsatisfactory and recommends appropriate action.
12. Coordinates the placement of student teachers within the school.
13. Provides a support system for all students.
14. Provides programs for guidance, counseling, social work services, health services, and psychological services for students within the school.
15. Implements pupil testing and assessment.
16. Maintains pupil data and records as required by Board policy including but not limited to financial accounts, business and property records, personnel, school population, testing data, and scholastic records.
17. Acts as custodian of all records, documents, contracts, etc.
18. Makes recommendation concerning the transportation of pupils in accordance with the law and requirements of safety.

19. Reduces and manages risk exposure to the school.
20. Implements the discipline plan to ensure appropriate pupil behavior and an environment conducive to learning.
21. Recommends policies to the superintendents and Board.
22. Prepares the annual operating budget and implements the Board approved budget.
23. Supervises and reports the school's business and financial status.
24. Supervises maintenance of the building and grounds in conjunction with appropriate staff.
25. Establishes appropriate internal communications for issues of interest and concern for the school and community including but not limited to school goals, accomplishments, practices, and policies.
26. Keeps superintendents and Board of Education informed of issues of interest and concern.
27. Keeps the public and staff informed regarding current educational practices, educational trends, and the policies and progress in the school.
28. Attends school sponsored events and activities.
29. Responds to staff and community concerns.
30. Reads current professional literature.
31. Participates in local, state, and national professional organizations including attendance at conferences and institutes as funds permit.
32. Attends and participates in all meetings of the Board and its committees.
33. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as needed to make informed decisions.
34. Supervises students in lunch room as well as other areas of building.
35. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
36. Acts as a liaison between the school and the community.
37. Responds to all written and oral requests for information.
38. Assists in the in-service orientation and training of teachers.
39. Perform such other tasks as may from time to time be assigned by the Board.

## **QUALIFICATIONS**

1. Minimum of a M.S. in school administration with a valid Illinois Professional Educator License (PEL) with a Principal Administrative Endorsement.
2. 4 yrs. previous experience in an educational setting, preferably in a teaching role.
3. Qualified to perform performance evaluations of teachers pursuant to Article 24A of the School Code.
4. Knowledge of Business Office Programs, including word processing, spreadsheets, slides, etc.
5. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents and staff).
6. Ability to understand and follow basic oral and written instructions.
7. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

8. Adaptability to performance of duties without loss of efficiency or composure.
9. Ability to accept responsibility for direction, control, or planning of an activity or meeting.
10. Adaptability to dealing with people beyond giving and receiving instructions.
11. Adaptability to making of generalizations, evaluations, or decisions based on sensory or judgmental criteria.
12. Ability to understand instructions, concepts, and underlying principles, and the ability to reason and make judgments.
13. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **SCHEDULING**

Regular working hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. Schedule may vary based on school district needs.