
General School Administration

Administrative Responsibility of the Building Principal

Building Principals are the chief administrators of their assigned schools. In their absence, the Assistant Principal shall serve as designee. The primary responsibility of a Building Principal is the development and improvement of instruction, in alignment with the district vision and initiatives. A majority of the Principal's time shall be spent on curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. Building Principals are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, control of the students attending the school, management of the school's budget, communication between the school and the community, and reporting criminal offenses. Principals will be evaluated on their instructional leadership ability and their ability to maintain a positive education and learning environment. The Superintendent or designee shall develop and maintain a principal evaluation plan that complies with Section 24A-15 of the School Code. Using that plan, the Superintendent or designee shall evaluate each Building Principal. The Superintendent or designee may conduct additional evaluations.

The School Board and each Building Principal shall enter into an employment agreement that conforms to Board policy and State law. The terms of an individual employment contract, when in conflict with the evaluation plan or this policy will control.

LEGAL REF.: 10 ILCS 5/4-6.2.
 105 ILCS 5/10-20.14, 5/10-21.4a.
 105 ILCS 127/1 et seq.
 23 Ill. Admin. Code §§ 1.320x, 1.230b, and 1.320c.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leave of
Absence)

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