

# **Kankakee School District #111 Job Description**

**Title: IMPACT/ CIPS (Crisis Intervention Program Stabilization) Building Principal**

**Qualifications:**

The appropriate certification as determined by the State Board of Education and/or as determined by the local Board of Education

**Reports To:** Director of Student Support Services

**Performance Responsibilities:**

1. Assumes responsibilities for day-to-day functions of the IMPACT program
2. Assists bus drivers in maintaining discipline on school buses
3. Attends all IEP meetings for IMPACT students and those students being considered for IMPACT
4. Provides Instructional leadership for the IMPACT program
5. Evaluates and appraises all personnel to the IMPACT program.
6. Participates in the recruitment, selection, and hiring of new staff members.
7. Supervises secretarial staff
8. Coordinates the sharing of Guidance Counselors from the KJHS and KHS to enhance individual student's education and development.
9. Supports and administers all policies of the Kankakee School District #111 and IMPACT program
10. Assumes responsibility for safety plans and assists in implementation of safety drill
11. Supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration. This includes but is not limited to IEP, Behavioral Intervention Plans, documentation for physical restrains, isolated time outs, and student attendance reports. This refers to both student and staff.
12. Learn and use Excent
13. Supports, organizes and attends the CAAEL league sporting events when participating.
14. Maintains current and accurate records regarding each student's credits; assure that they are taking the classes they need based on their grade and credit status.
15. Continues to develop and consistently monitor student exit criteria that are part of the point system. Assure that the exit criteria is set up to encourage student success and integration/movement back to the regular education environment.
16. Maintains an environment that is safe, secure and highly conducive to learning; maintains an appropriate and positive physical environment.
17. Coordinate with all schools in the district to determine CIPS placement.
18. Work with the CIPS team to develop strategies for CIPS students to successfully integrate back into he homeschool.
19. Consistently monitor and provide appropriate learning materials and instructional methods. Make sure teachers attend appropriate grade-level in-services/workshops.
20. Assumes other responsibilities as requested by the Director of Special Education.
21. Actively participates in and abides by the school district's Employee Safety and Health program and all policies and work practices designed to promote a safe work environment. Accepts responsibility for safe conduct relating to all activities necessary to carry out functions of this position.

**Evaluation:** Performance of this job will be evaluated annually

**Salary:** As per established schedule by the Board of Education

**Terms of Employment:** 10-month position