

Wauconda Community Unit School District #118

PRINCIPAL – HIGH SCHOOL

QUALIFICATIONS:

1. Illinois Administrative Certification
2. At least three or more years of successful teaching experience
3. Previous administrative experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent of Schools

CONTRACT: 12 Months / 261 Days

SALARY: Merit

The Principal is the instructional leader who brings together and focuses all of the educational resources and support services available in the delivery of the best possible educational program and services to students. The building's educational program and services will be consistent with the Illinois State Standards and congruent with the policies of the Wauconda District 118 Board of Education. The High School Principal, along with the administrative team, provides leadership for the instructional programs, as well as coordinating the implementation, review, and revision of the curriculum at the building level. The Principal and his/her administrative team manage the operation and all functions of the grade 9 -12 secondary school. The Principal and his/her administrative team supervise school staff regarding instruction, curriculum, student programs and issues, and building operations. The Principal schedules and attends meetings, as appropriate. Leads the school improvement process.

Primary Responsibilities:

1. VISION
 - a. Shaping a vision of academic success for all students.
 - b. Sets priorities in the context of improving student achievement.
 - c. Articulates and promotes high expectations for teaching and student learning.
 - d. Aligns the educational programs, plans and actions to the district's vision, goals and core beliefs.
 - e. Creates symbols, ceremonies, and activities that support the vision and mission of the district.
 - f. Develops communication strategies to inform stakeholders of progress towards the district vision and mission.

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CULTURE AND INSTRUCTIONAL PROGRAM

- a. Provides leadership for assessing, developing and improving school culture.
- b. Recruits, interviews and recommends teachers and staff to support quality instruction.
- c. Provides leadership, encouragement, opportunities, and structure for all staff to continually design more effective teaching and learning experiences for all students.
- d. Evaluates staff and provides direction for improving instruction.
- e. Develops and supports professional development of staff to improve student learning.
- f. Demonstrates awareness of professional issues and developments in education.
- g. Develops and revises his/her own professional development plan for continued improved performance.

2. MANAGEMENT

- a. Designs and manages operational features that maximize opportunities for successful learning.
- b. Creates a climate hospitable to education.
- c. Effectively manages Board policies and procedures.
- d. Demonstrates effective communication skills with a variety of stakeholders in school operations.
- e. Addresses problems in a timely manner.
- f. Manage fiscal resources of the schools responsibly, efficiently, and effectively. Including all activity accounts.
- g. Managing people, data and processes.

3. COLLABORATION

- a. Engages the community to create shared responsibility for student and school success.
- b. Promotes and supports parents/students/community involvement in the school.
- c. Shares leadership and decision-making with the HS Administrative team.
- d. Cultivating leadership with the HS Administrative team.
- e. Connects students and families to the health, human, and social services they need to stay focused on learning.

4. ETHICS

- a. Demonstrates ethical, trustworthy, and professional behavior.
- b. Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.
- c. Treats people fairly, equitably, and with dignity and respect.
- d. Applies policies and procedures in a fair and equity manner.
- e. Demonstrates appreciation for and sensitivity to the diversity in the school community.

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5. LEARNING COMMUNITY

- a. Serves as an effective spokesperson for the welfare of all members of the learning community.
- b. Promotes respect for diversity in the school and community environment.
- c. Engages in dialogue with other decision-makers to improve teaching and learning.
- d. Communicates clearly to the community about building/district issues and performances.
- e. Provides leadership through assisting in the development of mutual expectations, procedures for working together, and formulating district policies.
- f. Knows and supports the building/district school improvement plan and accurately interprets and reports progress on goals.