JOB DESCRIPTION NO 1.06
PRINCIPAL

REPORTS TO Superintendent or designee

SUPERVISES Assigned building personnel, consistent with district organizational structure and collective bargaining agreements

Position Summary

The principal serves as the instructional and organizational leader of the assigned school, with primary responsibility for advancing student learning, supporting staff effectiveness, maintaining a safe and welcoming environment, and implementing the mission and priorities of Kirby School District 140. The principal models professional judgment, communicates clearly, uses evidence to guide improvement, and contributes to the success of the entire district. The principal prioritizes instructional leadership while ensuring sound daily school operations.

Required Qualifications

- Valid Illinois Professional Educator License (PEL) with a Principal, General Administrative, or Superintendent endorsement that authorizes service as a principal under applicable Illinois law.
- Educational and professional experience meeting applicable Illinois licensure and assignment requirements.
- Demonstrated ability to lead instruction, supervise personnel, communicate effectively, and manage school operations.

Preferred: Successful experience as a school administrator, instructional leader, or in a comparable school leadership role.

Essential Performance Responsibilities

I. Instructional Leadership and Student Achievement

- Lead implementation of district-adopted curriculum, instructional frameworks, assessments, and school improvement priorities with consistency and fidelity.
- Develop, implement, monitor, and adjust school improvement goals aligned with district priorities and informed by student achievement, growth, attendance, and school climate data.
- Maintain a consistent presence in classrooms; observe instruction, provide timely and actionable feedback, and support high-quality teaching for all students.
- Lead collaborative teams, professional learning communities, and data discussions to identify student needs, evaluate instructional effectiveness, and determine appropriate supports.
- Collaborate with district curriculum and student services leaders to support coherent instruction, interventions, enrichment, and access to appropriate services.

II. Staff Leadership and Professional Growth

- Supervise, support, and evaluate assigned staff in accordance with district procedures, applicable evaluation requirements, and collective bargaining agreements.

- Establish clear expectations, recognize effective practice, address performance or conduct concerns promptly, and document follow-through appropriately.
- Promote professional learning, coaching, collaboration, and shared responsibility for improved student outcomes.
- Participate in recruitment, selection, orientation, assignment, and retention of qualified personnel in collaboration with district administration.

III. School Culture, Student Support, and Family Engagement

- Foster a respectful, inclusive, student-centered learning environment with high expectations for academic growth, conduct, attendance, and belonging.
- Administer student behavior and disciplinary procedures fairly, consistently, and in accordance with law, student rights, and Board policy.
- Collaborate with staff and families to address academic, social-emotional, behavioral, attendance, and student-support needs, including implementation of legally required student services.
- Maintain proactive, responsive, and professional communication with students, staff, families, and community partners; address concerns in a timely manner.
- Celebrate student achievement, growth, service, and contributions in ways that reflect school and district values.

IV. School Operations, Safety, and Compliance

- Oversee efficient daily school operations, supervision, schedules, school activities, assigned resources, and building-level budget planning.
- Coordinate with district departments regarding facilities, transportation, technology, staffing, supplies, and operational needs.
- Implement district emergency preparedness, crisis response, and safety protocols; lead required drills and communicate promptly regarding safety concerns.
- Ensure timely compliance with applicable laws, mandatory reporting requirements, confidentiality obligations, Board policies, and administrative procedures.
- Supervise school-sponsored extracurricular and co-curricular programming as assigned.

V. District Leadership and Professional Responsibilities

- Serve as a collaborative member of the district leadership team; support districtwide priorities, administrative decisions, consistent practices, and shared accountability across schools.
- Communicate building needs, progress, challenges, and recommended solutions to district administration in a timely and constructive manner.
- Participate in district committees, professional learning, meetings, and other leadership responsibilities as assigned.
- Perform other related duties assigned by the Superintendent or designee, consistent with applicable law, Board policy, and employment agreements.

Terms of Employment

Twelve-month administrative position. Compensation, benefits, work calendar, and other terms are established by the Board of Education and applicable employment documents.

Evaluation

Performance will be evaluated by the Superintendent or designee in accordance with applicable Illinois law and the district's adopted administrative evaluation procedures.

Adopted: April 25, 1991
Revised: November 17, 2026