

POSITION TITLE: ELEMENTARY & MIDDLE SCHOOL PRINCIPAL
REPORTS TO: ADMINISTRATOR
SUPERVISES: ELEMENTARY (1ST-5TH Grade) &
MIDDLE SCHOOL (6TH-8TH Grade)

QUALIFICATIONS: A master's degree in education with at least five years of teaching experience. Must be able to supervise faculty, plan and coordinate the work of others, and provide oversight and input regarding the general school program and related areas. Good public relations, platform presence, and appearance are essential.

PRIMARY RESPONSIBILITIES: Assist the administrator and associate administrator by supervising the faculty in the areas of day-to-day performance and preparation, orientation of new employees, guidance, admissions, discipline, and public relations. Also provide assistance with class scheduling and coordination, student counseling, and employee development. The principal must be able to assume full administrative authority in the absence of the Administrator and Associate Administrator.

Provides instructional leadership to staff including curriculum planning, review and implementation, and professional development. Responsible for day-to-day building administration and for the safety and welfare of students, staff, and activities. Ensures a safe, pleasant and effective educational atmosphere, provides discipline as necessary, and enforces school policy.

SPECIFIC DUTIES:

- A. Chapel Coordinator
 - Oversee and coordinate Elementary & MS chapel activities
- B. Oversee Elementary & MS Standardized Testing
- C. Field Trips
 - Approve Elementary & MS field trips
- D. Student Supervision
 - 1. Enforce guidelines in the Student Handbook
 - 2. Have daily interaction with students between classes, breaks, and after school
 - 3. Monitor student behavior during the school day
 - 4. Encourage teachers to be consistent in enforcing standards (i.e. gum, tardiness, etc.)
 - 5. Evaluate student performance and coordinate/monitor after school help classes
 - 6. Communicate with teachers and parents to identify students with learning disabilities and coordinate appropriate services with the Resource Director
- E. Student Discipline
 - 1. Monitor MS demerit levels

2. Handle student issues
 3. Oversee and monitor morning tardy policies
 4. Schedule proactive conferences with students and parents about discipline problems
 5. Refer special cases to the counselor for counseling
- F. Student Admittance, Orientation, and Scheduling
1. Give tours and help with the admissions process when necessary
 2. Interview all new middle school students and facilitate enrollment
 3. Organize new student testing if necessary
 4. Create the middle school class schedule
 5. Assign middle school lockers
 6. Manually adjust and clean lockers to correct combination setting
 7. Oversee orientation
- G. Textbook and Teaching Aides Order
1. Review prospective curriculum
 2. Assess textbook needs by sending inventory sheet to teachers
 3. Adhere to textbook budget line
 4. Secure a prioritized list of desired teaching aids from all teachers
 5. Order the desired teacher aides after securing administrator approval
- H. Parent/Teacher Liaison
1. Supervise conferences
 2. Coordinate after school help, tutors, counseling, etc.
 3. Coordinate special services for students with disabilities or special needs
- I. Teacher Supervision
1. Assist in recruiting teachers for any available position
 2. Monitor spiritual thermostat of the teachers
 3. Encourage teachers spiritually
 4. Provide teacher notebook at in-service. (Goals & Objectives, Scope & Sequence)
 5. Conduct or oversee department meetings as needed
 6. Conduct formal and informal observations of teachers
 7. Monitor progress of goals and objectives each quarter
 8. Monitor curriculum progress each quarter
 9. Review and modify scope and sequence annually
 10. Check lesson plans and teacher grade books regularly
 11. Create and monitor a MS test sign-up schedule
 12. Check website pages for professional, up-to-date look
 13. Check rooms for neatness, cleanliness, repair and decor
 14. Assign and monitor lunch duty/cleanup schedules
 15. Conduct year-end evaluation conferences
 16. Consult with administrator and develop a specific plan for new teacher orientation and supervision
 17. Monitor the proficiency of faculty use of technology

- J. Professional
 - 1. Evaluate current programs and propose new initiatives for the elementary and middle school divisions
 - 2. Actively promote continuing education opportunities for elementary and middle school faculty members
 - 3. Encourage elementary and middle school faculty members to conduct seminars and workshops
 - 4. Maintain current educational/administrative certificates
 - 5. Pursue continued professional growth personally

- K. Programs/Events
 - 1. Determine and publicize the special theme days for the elementary and middle school for the year
 - 2. Oversee the scheduling of recess, bathroom breaks, and special classes (art, music, gym, Spanish, computer, etc.)
 - 3. Oversee, help organize, and participate in school promotion events (Grandparents' Day, Friend Day, Open House, etc.)
 - 4. Oversee special activities (Campbell Soup Labels, Box Tops)
 - 5. Oversee special programs (Boosterthon, etc.)
 - 6. Conduct the May Awards Chapel for elementary

- L. Graduation/Celebration Luncheon
 - 1. Evaluate grades to validate promotion status
 - 2. Organize and oversee all aspects of the end-of-the-year 8th Grade Celebration Luncheon

- M. Other Duties
 - 1. Oversee parking lot car duty
 - 2. Oversee middle school after-school clubs
 - 3. Interpret policies and procedures of the school to parents, students, and teachers
 - 4. Conduct facility walk-through and submit maintenance requests
 - 5. Maintain knowledge of current Illinois and Federal Laws relative to the operation of an educational institution
 - 6. Schedule, oversee, document, and submit documentation of all emergency safety drills required by the state
 - 7. File reports as required by the state
 - 8. Perform other duties as requested by the administrator