

Knoxville CUSD #202

Vacancy Notice

Position: High School Principal

Application
Deadline: March 15, 2024

Start Date: July 2024

Salary/Benefits: Salary will be commensurate with the qualifications and experience of the successful candidate.

Qualifications: Candidates must possess, or be eligible for, a Professional Educator License with either a General Administrative or a Principal endorsement. Successful high school experience and administrative or other leadership experience preferred.

How to Apply: Send letter of interest, resume, copies of credentials and three letters of recommendation to:

Knoxville CUSD #202
Attn: Dr. Andrea Guerrero, Superintendent
809 E. Main St.
Knoxville, IL 61448

Files may be electronically sent to: Jodi Grace at jgrace@bluebullets.org

Knoxville CUSD #202 is an Equal Opportunity Employer (EOE)

TITLE: Principal – Knoxville High School

QUALIFICATIONS: Meet or surpass the licensure requirements established by the Illinois State Board of Education.

REPORTS TO: Superintendent

SUPERVISES: All licensed and support staff personnel assigned to Knoxville High School.

JOB GOAL: To administer the Knoxville High School staff, student body and building to make the education process the most efficient and the most productive toward achieving the goals set forth.

PERFORMANCE RESPONSIBILITIES:

1. Is responsible for the direction and coordination of the High School program; and may delegate, at his/her discretion, the discharge of any duties for which he is responsible, understanding that such delegation does not relieve him of responsibility for the action taken under such delegation.
2. Is responsible for the implementation of District policies, rules and regulations in the High School.
3. Supervises and directs the work of the high school certified, paraprofessional and clerical staff members; assists them in improving their skills; and encourages their continued professional and vocational growth.
4. Supervises and directs the day-to-day activities of auxiliary service personnel assigned to the High School.
5. Consults with the supervisor of buildings and grounds, food service, maintenance, custodial, and transportation concerning aspects of their service functions related to the High School; and informs the supervisors of identified needs, problems and deficiencies in the services provided.
6. Assists the Superintendent in the recruitment, screening and selection of candidates for certified, paraprofessional and clerical staff appointment, recommends original appointments, and recommends the retention, transfer, suspension or termination of staff personnel.
7. Inspects the building and grounds for which he/she is responsible for adequate housekeeping, maintenance, and repair.
8. Develops and enforces, in conjunction with the staff, students and parents, rules for student conduct.
9. Leads and assists in the development of the master teaching schedule and assigns staff and students to classes and sections.
10. Develops and executes procedures for crisis, emergency, and disaster drills for building.
11. Determines the classification, promotion and retention of students in the High School.
12. Evaluates staff requests for supplies, equipment and curriculum materials and forwards approved requests to the Superintendent.

13. Processes requests for the services of special education personnel.
14. Schedules and directs staff meetings; involves staff in the formulation and execution of building policies and procedures; seeks to be informed of staff concerns; and advises staff of its responsibilities and duties.
15. Supervises, or causes to be supervised, all extracurricular activities of the school, either at home or at other schools.
16. Attends meetings of the Board of Education as requested by the Superintendent and makes recommendations and reports as directed.
17. Is responsible for the maintenance of administrative records, including student records; and the preparation of reports as requested.
18. Receives, and seeks to satisfy, staff, student, parent and community grievances.
19. Serves as advisor to the Superintendent in matters relating to the High School and in other matters requested by the Superintendent.
20. Advises the Superintendent in the development of the annual budget proposal.
21. Involves the certified staff, and when appropriate, lay persons, in a continuing review and evaluation of the instructional program, including instructional materials; and submits recommendations for change to the Superintendent.
22. Interprets activities and policies of the school to the public and encourages community participation in school life.
23. Keeps informed of modern educational thought and practice through study; by visitation; by attending appropriate state, regional, and national conferences; and by other appropriate means.
24. Formally evaluates, or formulates evaluation of certified and support staff according to the District evaluation plan.
25. Assists in the preparation of the building and school improvement plans.
26. Develops and implements School Improvement Plan on an annual basis as required by the District and the Illinois School Code.
27. Assists the Superintendent in the development and implementation of staff development activities.
28. Directs the supervision of the cafeteria daily as well as all other common areas on an needed basis.
29. Coordinates New Teacher Induction and ongoing staff development program.
30. Responsible for horizontal and vertical articulation and curricular alignment.
31. Works with teachers and parents to implement student interventions that differentiate instruction based on student needs.
32. Establishes a culture of mutual respect, high expectations and excellence through dialogue and relationships with staff, students, district office staff and parents.
33. Develops, monitors, and evaluates programs to enhance positive school culture and climate.
34. Any other duties as assigned by the Superintendent

TERMS OF EMPLOYMENT: 210 Day Contract. Salary and other benefits as established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of Board of Education Policies.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Incumbent

Reviewed and revised: February 27, 2023

Approved by Knoxville CUSD 202 Board of Education: March 27, 2023