



# Jersey Community Unit School District No. 100

100 Lincoln Ave., Jerseyville, IL 62052

618-498-5561

## Job Description

<b>Position:</b>	<b>Principal - Middle School</b>
<b>School Year:</b>	<b>2024-25</b>

### Job Summary

The middle school principal is responsible for acting as the educational leader, and managing the policies, regulations, and procedures of the school.

### Responsibilities

1. Daily management of the school and office.
2. Oversight of educators in the school, providing periodic observations and evaluations that are timely, constructive and completed based on the timetables set by the school district.
3. Coordinate staff development for faculty and staff; providing instruction and guidance as necessary based on evaluations.
4. Communicate new legislation in the field of education to faculty and staff.
5. Supervise kitchen and custodial staff to ensure standards are being maintained.
6. Participate in the selection of all faculty and staff for the school.
7. Participate in the process of staff discipline and/or dismissal.
8. Ensure a productive learning environment through continual collaboration with educators, students, and parents.
9. Work with school counselors to coordinate the instructional program of the building including the use of specialists and student teachers.
10. Assist with master schedule development and the assignment of pupils to classes on the basis of teacher recommendations, pupil achievement, and other factors in the building.
11. Oversee the planning, operation, and evaluation of the instructional program of the vocational curriculum.
12. Coordinate secondary and/or Junior College programs.
13. Set the academic tone and actively work with educators to develop and maintain high curriculum standards, develop mission statements, and set performance goals and objectives.
14. Identify deficiencies related to the educational needs of children and develop appropriate action to meet these needs.
15. Evaluate standard test data and utilize the data in collaboration with faculty to improve education.
16. Establish schedules and procedures for the supervision of students in non-classroom areas, including before and after school.
17. Direct school activities toward established goals.
18. Facilitate opportunities to connect with students by being present and available during arrival and dismissal, by appearing at school functions, and by meeting with students.

19. Enforce disciplinary policies and procedures with students; oversee disciplinary consequences of students who are not in compliance with district rules; and refer to a counselor those students who are in need of help.
20. Participate in parent meetings, IEP meetings, 504 Plan meetings and conferences and act as intermediary between parents, educators, and students to deal with a variety of needs or issues.
21. Maintain competency and student academic achievement as prescribed by the school board.
22. Ensure completion of routine and required paperwork including attendance reports, test results, and licensing information for students, educators, staff, and school management.
23. Ensure that necessary maintenance and repairs to the school property are performed.
24. Develop clearly understood procedures and provide regular drills for emergencies and disasters.
25. Maintain the teacher evaluation database, monitor and share teacher evaluation schedules with District evaluators, and be responsible for adhering to all SB7 requirements and stipulations as outlined in the law.
26. Oversee the inventory and allocation of supplies and equipment.
27. Maintain accurate student and financial records and establish procedures for safe storing and integrity of all public and confidential school and student records.
28. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
29. Oversee and implement the school budget, approving new programs and expenditures as appropriate.
30. Prepare financial, statistical, descriptive, and other reports as directed.
31. Represent the school in community activities and meetings, and promote good public relations for the school.
32. Interact with various stakeholders to foster a positive relationship between the school and community including the PTO, community organizations, and leaders.
33. Act as a liaison between the district and the school; communicates needs and information to both sides.
34. Attend required administrative, other committee meetings, and extra school sponsored functions.
35. Collaborate with other principals and educators throughout the district to choose and develop curriculum and textbooks that align with local, state, and national standards.
36. Seek professional growth through membership and participation in professional organizations and/or conferences.
37. Perform other related duties as assigned.

### **Skills and Abilities**

1. Excellent supervisory, leadership, and organizational skills with attention to detail.
2. Excellent ability to work as a team with other administrative staff.
3. Excellent written and verbal communication skills.
4. Excellent interpersonal skills with the proven ability to professionally and effectively communicate with educators, parents, and community leaders
5. Extremely effective administration of multifaceted operations.
6. Thorough understanding of instructional methodology.
7. Knowledge of best practices in education and educational administration.
8. Ability to identify and solve problems.
9. Creative thinking skills.
10. Ability to create, understand, and implement budgets and budgeting practices.
11. Proficient with Microsoft Office Suite, Google Applications, or related software.

### **Minimum Qualifications**

Illinois Professional Educator License with proper administrative endorsement .

## Disclaimer

*The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

## Application Procedures

Candidates are invited to apply by submitting the following information digitally to **Lisa Schuenke, Director of Finance and Human Resources**, at [lisa.schuenke@jersey100.org](mailto:lisa.schuenke@jersey100.org):

### Internal Candidate

- Formal letter of interest

### External Candidate

- Formal letter of interest
- Resume
- Three letters of reference
- [Employment Application](#) (Not applicable for long-term subs)

***(Educators / Coaches - Include all items below that apply)***

- Proof of Licensure in the State of Illinois as an educator (teachers, paraprofessionals)
- Unofficial transcripts (Educators Only)  
*(Applicant should have official transcripts sent from the institution when requested by District)*
- ASEP Certification (Coaches Only)

**Jersey Community District No. 100 offers a competitive salary and benefits package, including many professional development opportunities and an instructional climate that is second to none. An FBI fingerprint/background check will be required of all candidates who are hired.**

*Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organization that have entered into agreements with Jersey Community Unit School District No. 100 are hereby notified that our school district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws. Any person who is unable to resolve a problem or grievance arising under Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and other federal laws and regulations may contact the Office for Civil Rights. Any person having questions regarding the above is directed to contact Jersey Community Unit School District No. 100, Non-discrimination Liaisons, Mr. Cory Breden or Mrs. Lisa Schuenke at 100 Lincoln Ave., Jerseyville, IL 62052, or call 618-498-5561.*

12/22/2023