

Bloomington High School Principal

Job Summary:

Responsible for the total program of Bloomington High School, including activities that relate to teachers, pupils, educational programs, supplies and equipment. The Principal acts in an advisory capacity to the Superintendent in all matters pertaining to Bloomington High School. The Principal's primary responsibility is in the improvement of instruction. A majority of the time is spent on curriculum and staff development through both formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices and policies with parents and teachers. The duties and responsibilities of the Principal include concerns for leadership/curriculum; supervision/evaluation/improvement; public relations; organization; accountability; information; and contract administration.

Supervision:

Under broad supervision, this position supervises Associate Principal, Assistant Principals, all full time and part time building staff (including teachers) nurse, office and technical employees, counselors, speech therapist, lunchroom supervisors, substitute teachers, student teachers, program assistants, junior participants, hall monitors; police liaison; cooks and custodians (implies a sharing of supervision).

Job Duties:

- = Essential Functions
- Gives leadership to development and improvement of the instructional programs.
- Organizes and develops a school climate that promotes adequate discipline of students, rapport with teachers, and understanding of parents to the end of an excellent learning environment.
- Cooperates with all appropriate administrative personnel, teaching staff, parents, students, and others in assuring the best education for all pupils, and coordinate efforts to this end.
- Accepts responsibility for providing the means for teachers to be successful through in-service training, counseling, and appropriate examples.
- Schedules time so that a minimum of 51 percent of work year is devoted to instructional leadership.
Cooperates in the process of building a good system for acquiring and evaluating substitute teachers.
- Responsible for a positive public relations program with parents and community in general.
- Accepts the responsibility of acting as a liaison person in working with the PTA/PTO, the Citizens' Advisory Council, and interested citizens in the interpretation of the school program and policies.
- Plans and organizes the use of school facilities in the best interests of the pupils and the community.
- Organizes the building in a functional sense so that a smooth operation in terms of programs, staff functioning and pupil involvement is enhanced.
- Organizes and administers the school within the approved policies of the Board of Education.
- Devotes a minimum of 5% of the normal work day to the safety of people involved with the school system and to

safeguard the buildings, furnishings, books, and apparatus contained therein from damage and insure proper care and cleanliness.

- Accepts the responsibility for accounting procedures in the areas of budget, all funds, and teacher attendance.
Accepts responsibility for all reports and special duties assigned by or with the approval of the Superintendent.
- Supervises attendance records and periodically reviews those records to insure that school staff members are following ISBE requirements and reporting that data.
- Complies with all ISBE requirements regarding educational leadership and school improvement planning.
- Keeps the central office administration informed of all matters in the building that may have ramifications for the Board of Education or the district.
- Becomes knowledgeable of the provisions of all collective bargaining agreements to properly administer those provisions for which the Principal is responsible.
- Performs all other duties commensurate with the position and that may be assigned.
- Directs and insures supervision of all extra curricular activities.
- Evaluates the performance of all staff assigned under direct supervision.

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.

Minimum Requirements:

Education:

Education: Masters Degree, Illinois Type 75 General Administrative Certificate.

Experience:

Years of prior teaching: 5 years.

Years of Administration: 5 years.

Contract period: 12 months, 260 days.



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