

General School Administration

Administrative Responsibility of the Building Principal

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in The School Code as well as such other duties as specified in his or her employment agreement or as agreed upon by the Building Principal and Superintendent.

The Superintendent or designee shall develop and maintain a principal evaluation plan that complies with Section 24A-15 of The School Code. Using that plan, the Superintendent or designee shall evaluate each Building Principal. The Superintendent or designee may conduct additional evaluations.

The Board and each Building Principal shall enter into an employment agreement that conforms to Board policy and State law. The terms of an individual employment contract, when in conflict with the evaluation plan or this policy, will control.

The Board of Education and each Building Principal shall enter into a contract that conforms to Board policy and State law. The plan shall provide that the evaluation of a Building Principal:

1. Be performed by the Superintendent or designee, or an individual appointed by the School Board who holds a registered Type 75 State administrative certificate;
2. Be in writing;
3. Take place by February 1 of each year for a Building Principal on a single-year contract and by February 1 of the final year of a contract for a Building Principal on a multi-year contract;
4. Include a description of the Building Principal's duties and responsibilities and the standards to which the Building Principal is expected to conform;
5. Consider the Building Principal's specific duties, responsibilities, management, and competence as a Building Principal;
6. Specify the Building Principal's strengths and weaknesses, with supporting reasons;
7. Align with the Illinois Professional Standards for School Leaders or research-based District standards;
8. Provide that one copy of the evaluation must be included in the Building Principal's personnel file and one copy of the evaluation must be given to the Building Principal.

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, and 5/24A-15.
105 ILCS 127/1 et seq.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leave of Absence)

ADOPTED: March 19, 2007