

General School Administration

Administrative Responsibility of the Building Principal

Duties and Authority

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 the Superintendent or designee may assign, that are consistent with the Building Principal's education and training.

Evaluation Plan

The Superintendent or designee shall develop and maintain a principal and Assistant 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 and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

The School Board and each Building Principal and Assistant 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.

LEGAL REF: 105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 10-23.8a, 10-23.8b, and 5/24A-15.
10 ILCS 5/4-6.2, Election Code.
105 ILCS 127/, School Reporting of Drug Violations Act.
23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF: 3:50 (Administrative Personnel Other Than the Superintendent), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leave of Absence), 5:290 (Employment Termination and Suspensions)

Revised: October 26, 2006
Approved: January 11, 2007
Revised: November 11, 2013
Approved: January 13, 2014
Consent Approval: November 11, 2019
Reviewed/Approved: January 24, 2022