

General School Administration

Administrative Responsibility of the Building Principal and Assistant Principal

Duties and Authority

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

Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with the School Code and relevant Illinois State Board of Education rules. Using the plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

LEGAL REF.: 105 ILCS 5/2-3.53a, 5/10-21.4a, 5/10-23,8a 5/10-23.8b₂ and
 5/24A-15,
 10 ILCS5/4-6.2 Election Code
 105ILCS 127/, School Reporting of Drug Violations Act.
 23ILL. Admin. Code Part 35

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 (Leaves of Absence), 5:290
 (Employment Termination and Suspensions).

ADOPTED: December 11, 2012

REVISED: September 29, 2015