



GLENBROOK HIGH SCHOOL DISTRICT 225  
3801 W LAKE AVENUE  
GLENVIEW, IL 60026

## **Principal Job Description**

Department:	Administration
Location:	GBN
FLSA Status:	Exempt
Retirement System:	Teachers' Retirement System of Illinois (TRS)
Term:	260 Work Calendar
Unit Classification:	Administrative
Wage Classification:	Annual Salary
Supervisor:	Superintendent

### **Position Summary**

To provide effective leadership for their building and manage those activities to ensure a safe and vibrant school environment that contributes to the effectiveness of the total educational program.

### **Education and/or Experience and Qualifications**

- Master's degree in education or school administration (Ed.S., Ed.D., or Ph.D. degree preferred).
- Valid, Illinois Professional Educator License with a General Administration or Principal endorsement.
- Progressive experience in teaching, related education specialty, supervision or administration, or equivalent education and experience.
- Experience supervising educational leaders from a variety of academic areas and/or operational areas.
- Principal Evaluator Designation.
- Teacher Evaluator Designation.
- Staff Development Experience.
- Experience working positively and productively with adults and high school-age students.
- Ability to present and produce documents at a high level of sophistication.
- Ability to make rational decisions, problem-solve, and effectuate change.
- Broad knowledge of the principles and practices of school administration and of current educational trends in curriculum and instruction.

- Comprehensive knowledge of the methods, materials, procedures, and practices of the specialties assigned to the office.
- Ability to establish and maintain effective working relationships with staff and stakeholders.
- Ability to manage fiscal, physical, and human resources to successfully carry out the functions and programs of the office.

## Essential Functions

### 1. Shaping a Vision of Academic Success for All Students

- a. Define, articulate, and promote the mission, vision, and values of the high school and district.
- b. Coordinate and lead the school improvement process.
- c. Develop and implement a process by which student course requests are used to determine a staffing plan and master schedule that appropriately distributes human capital and resources to meet the needs of all students.
- d. Establish high expectations for student achievement that are directly communicated with stakeholders.

### 2. Creating a Climate Hospitable to Education

- a. Establish and clearly communicate building priorities and long-range goals.
- b. Manage school safety and security processes including crisis management procedures.
- c. Supervise the design and implementation of all building-level community events.
- d. Manage and engage all stakeholder groups, including teachers, staff, parents/guardians, and students.
- e. Personally interact with parent groups to promote positive school-community relations.
- f. Demonstrate fair and equitable treatment of all teachers, staff, and students by developing a sense of belonging and purpose.
- g. Promotes an environment in which conflict resolution is valued and worked through collaboratively.
- h. Supervise the administration of the co-curricular program according to I.H.S.A. and/or other appropriate regulations.

### 3. Cultivating Leadership in Others

- a. Demonstrate continued personal growth through participation in professional activities and organizations.
- b. Act as a role model for expected staff behavior by demonstrating leadership, management, communication, and instructional skills.
- c. Evaluate all Associate and Assistant Principal positions and Executive Assistant to the Principal.
- d. Select, onboard, mentor, develop and supervise the leadership team to ensure leadership sustainability and growth.

- e. Collaborate with other District administrators in assessing and recommending District programs and policies.
- f. Attend or lead all Board of Education, Northfield Township and CSL Board of Control meetings.
- g. Perform special projects and assignments at the direction of the Superintendent.

#### **4. Improving Instruction**

- a. Support the implementation of the District-approved curricular scope in the high school setting.
- b. Effectively supervise and support the performance of the professional staff through frequent and ongoing observation and evaluation.
- c. Assist in the selection and assignment of high school personnel based on knowledge of ability, qualifications, past performance, and high school needs.
- d. Administer systematic and effective methods of objectively monitoring student progress.
- e. Evaluate progress toward instructional and organizational goals by utilizing data to identify, analyze, and implement areas for school improvement goals.

#### **5. Managing People, Data, and Processes**

- a. Provide oversight in the implementation of the school budget(s) and fiscal resources in accordance with system regulations and board policies and legal requirements.
- b. Develop and implement administrative procedures consistent with federal law, state school law, state board of education, student/parent handbook, and local school board policy.
- c. Provide for maintenance of accurate and current personnel, student, and fiscal records.
- d. Lead time-bound projects that are complex and multi-faceted.
- e. Establish and maintain the school master calendar and facility usage system.
- f. Maintain the quality of the educational environment and facilities to meet the needs of students and staff.

#### **District, School, and Department Culture**

- Models mutual respect; integrity; professionalism; multicultural awareness; gender, racial, and ethnic equity; and the values, beliefs, and attitudes that inspire others to perform to their highest potential.
- Recognizes and respects divergent opinions and respects the authority of others.
- Maintains high visibility and supports all building staff and students at programs and events.
- Maintains open communication with all building and district staff members through various meetings to ensure information is disseminated in a timely manner.
- Recognizes staff, as appropriate, for their actions and achievements.

- Communicates and promotes high expectations for teaching and student learning in a variety of contexts, media, and publications.
- Promotes the use of data-informed decision-making in various contexts, including curriculum design, assessment, and evaluation, and oversees the design of student intervention programs that support school improvement initiatives and college and career readiness.

## Skills Required

To perform this job successfully, an individual must demonstrate satisfactory performance in each essential duty. The requirements listed below represent the skills and abilities required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain composure in difficult situations to keep a respectful and friendly environment for students and staff.
- Ability to establish and maintain effective working relationships with staff members and students.
- Ability to communicate in English clearly and concisely, both orally and in written form.
- Ability to maintain and grow current job skills as directed.
- Ability to use electronic devices and commonly used software, including student management and grade book software, finance software, Microsoft Office, Google Apps for Education, and other cloud-based software. Must have the capacity to learn and become proficient with new computer software as needed with minimal guidance.
- Ability to perform essential duties with an awareness of school district requirements and Board.
- Proficient with PCs, tablets, and other mobile electronic devices.
- Demonstrated aptitude for the work to be performed
- Demonstrated aptitude as a self-starter who works with minimal supervision
- Effective human relations and problem-solving skills
- Strong orientation toward providing customer service
- Strong work ethic and organizational skills
- Ability to maintain confidentiality

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk, and listen.
- The employee is frequently required to stand, walk, operate office and computer equipment, reach with hands and arms, and frequently repeat actions with the same hand, arm, or finger motion, such as when entering data at a computer.
- Specific vision abilities required by this job include close vision and the ability to adjust focus. In addition, the ability to withstand the long-term use of computer

monitors is required.

- The employee may occasionally lift and move up to 30 pounds, such as file boxes.

## Work Environment

The work environment characteristics described here represent those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually low; however, occasionally, the noise level will be moderate or high.
- The pace of the work tasks is considered fast.
- Work is at multiple job sites daily.

The information in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of duties performed in this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

Glenbrook High School District 225 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The District has a policy of active recruitment of qualified minority employees, licensed and non-licensed. Individuals requiring assistance completing an application for this opening should contact the Human Resources Office.

Revised - October 2022