

## General School Administration

### Administrative Responsibility of the Building Principal

The Board of Education, 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 may assign, and as agreed upon by the Building Principal and Superintendent, that are consistent with the Building Principal's education and training.

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.

The plan shall provide that the evaluation of a Building Principal and Assistant Principal:

1. Be performed by the Superintendent or designee, an individual appointed by the Board who holds a registered Type 75 State administrative certificate, or the Building Principal for an Assistant Principal;
2. Be in writing;
3. Take place by March 1 of each year for a Building Principal and Assistant Principal on a single-year contract and by March 1 of the final year of a contract for a Building Principal and Assistant Principal on a multi-year contract;
4. Include a description of the Building Principal's and Assistant Principal's duties and responsibilities and the standards to which the Building Principal and Assistant Principal is expected to conform;
5. Consider the Building Principal's and Assistant Principal's specific duties, responsibilities, management, and competence as a Building Principal and Assistant Principal;
6. Specify the Building Principal's and Assistant Principal's strengths and weaknesses, with supporting reasons;
7. Align with the research-based standards established by administrative rule;
8. On and after September 1, 2012 provide for the use of data and indicators on student growth as a *significant factor* in rating performance; and
9. Provide that one copy of the evaluation must be included in the Building Principal's and Assistant Principal's personnel file and one copy of the evaluation must be given to the Building Principal and Assistant Principal.

The 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 this policy, will control.

LEGAL REF.: 10 ILCS 5/4-6.2.  
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 10-23.8a, 10-23.8b, and 5/24A-15.  
105 ILCS 127/.  
23 Ill.Admin.Code Part 35.

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

ADOPTED: March 18, 2013