

## **General School Administration**

### **Administrative Responsibility of the Building Principal**

Building Principals are the chief administrators of their assigned schools. The primary responsibility of Building Principals is the development and improvement of instruction. A majority of the Principal's time shall be spent on curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. Building Principals are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, control of the students attending the school, management of the school's budget, communication between the school and the community, and reporting criminal offenses. Principals will be evaluated on their instructional leadership ability and their ability to maintain a positive education and learning environment.

The School Board and each Principal shall enter into a contract which conforms to Board policy and State law.

LEGAL REF.: 10 ILCS 5/4-6.2.  
105 ILCS 5/10-20.14, 5/10-21.4a.  
105 ILCS 127/1 et seq.  
23 Ill. Admin. Code §§ 1.320x, 1.230b, and 1.320c.

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

ADOPTED: June 21, 2004