

**BARRINGTON COMMUNITY UNIT SCHOOL DISTRICT 220  
BARRINGTON, ILLINOIS 60010**

**JOB DESCRIPTION**

**TITLE:**

**PRINCIPAL - ELEMENTARY**

**QUALIFICATIONS:**

1. Successful teaching experience
2. Masters Degree
3. Qualify for an Illinois Type 75 Certificate with General Administrative or Superintendent Endorsement

**REPORTS TO:**

Assistant Superintendent for Curriculum, Instruction and Staff Development

**SUPERVISES:**

Certificated and classified staff assigned to the school

**PURPOSE OF JOB:**

To provide the staff, students and parents of a school with leadership particularly focused upon student instruction

**RESPONSIBILITIES:**

1. Primarily responsible for the improvement of instruction; majority of time is spent on curriculum and staff development programs.
2. Coordinate the assessment of students and supervise the appropriate follow through to meet their needs.
3. Develop annual school goals to enhance the school.
4. Evaluate certificated and classified staff of the school.
5. Coordinate in-service programs for staff development.
6. Foster a positive and informed relationship with parents.
7. Develop and evaluate assigned district curriculum.
8. Supervise the maintenance and upgrading of the physical plant.
9. Develop an annual school budget and administer these monies throughout the school year.
10. Perform other tasks and responsibilities assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

1. 260 days per year
2. Salary set by Board of Education