

General School Administration

Administrative Responsibility of the Building Principal 1

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools. ² The primary responsibility of a Building Principal is the improvement of instruction. ³ 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, that are consistent with the Building Principal's education and training. ⁴

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. ⁵ Using that plan, the

¹ State or federal law controls this policy's content.

² 105 ILCS 5/10-21.4a, amended by P.A. 97-217. This law now includes *assistant principals* and explains that assistant principals may perform the duties assigned to a principal by statute, except the responsibility for improvement of instruction.

³ Required by 105 ILCS 5/10-21.4a.

⁴ An alternative follows: "...or as agreed upon by the Building Principal and Superintendent."

The principal's duties are generally described in 105 ILCS 5/10-21.4a and 5/24A-15(c-5). In addition, 105 ILCS 127/ requires the principal or designee to report to the police violations of the Controlled Substance Act occurring in a school or on school property, on a public way within 1000 feet of a school, or any conveyance used to transport students. See also 105 ILCS 5/10-20.14 and administrative procedure 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*. State law requires a principal or teacher to notify the parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public as provided in the Sex Offender Community Notification Law, 730 ILCS 152/ and Child Murderer and Violent Offender Against Youth Registration Act, 730 ILCS 154/. The county clerk may appoint high school principals or their designees as deputy registrars who may accept voter registrations of eligible students in the high school (10 ILCS 5/4-6.2).

⁵ 105 ILCS 5/24A-15, amended by P.A.s 96-861 and 97-217.

A board may want to add the components of the evaluation plan to the policy. The following optional provision contains the mandatory requirements, but if the board does not employ assistant principals, delete the phrase "and assistant principal":

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 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.

Significant factor, as used in #8 in the optional provision, will need to be defined by ISBE rules after collaboration with the Performance Evaluation Advisory Council (PEAC) (105 ILCS 5/24A-7, amended by P.A. 96-861). See www.isbe.net/peac/ for the most recent information about ISBE and PEAC's implementation of the Performance Evaluation Act.

Superintendent or designee shall evaluate each Building Principal and Assistant Principal. ⁶ The Superintendent or designee may conduct additional evaluations. ⁷

The Board and each Building Principal and Assistant Principal shall enter into an employment agreement that conforms to Board policy and State law. ⁸ 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)

Policy Reviewed December, 2007 Policy Adopted January, 2008

Policy Reviewed December, 2011 Policy Adopted January, 201

⁶ Required by 105 ILCS 5/10-21.4a and 105 ILCS 5/24A-15, amended by P.A.s 96-861 and 97-217.

⁷ Implementation of a principal mentoring program in any given year is dependent upon an appropriation sufficient to provide services to all first-year principals (105 ILCS 5/2-3.53a, amended by P.A. 96-373 and 23 Ill.Admin.Code Part 35). Sufficient funding is based on the anticipated number of participants and the total amount of the appropriation for the mentoring. Each principal in his or her first year of employment must participate in mentoring activities during years when the program is implemented. If sufficient appropriations exist, principals in their second year of employment may elect to participate in a second year of mentoring if the principal has completed the mentoring program in the previous school year.

⁸ 105 ILCS 5/10-23.8a and 5/10-23.8b govern principal and assistant principal contracts.