

# DRAFT UPDATE

## 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, that are consistent with the Building Principal's education and training.

The Superintendent or designee shall develop and maintain a 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. The Superintendent or designee may conduct additional evaluations.

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

1. Be performed by the Superintendent or designee, or an individual appointed by the Board who holds a registered Type 75 State administrative certificate;
2. Be in writing;
3. Take place by February March 1 of each year for a Building Principal on a single-year contract and by February March 1 of the final year of a contract for a Building Principal on a multi-year contract;
4. Include a description of the Building Principal's duties and responsibilities and the standards to which the Building Principal is expected to conform;
5. Consider the Building Principal's specific duties, responsibilities, management, and competence as a Building Principal;
6. Specify the Building Principal's strengths and weaknesses, with supporting reasons;
7. Align with ~~the Illinois Professional Standards for School Leaders~~ or research-based District 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 personnel file and one copy of the evaluation must be given to the Building Principal.

The Board and each Building 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 ~~the evaluation plan or~~ 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 (Leave of Absence)

ADOPTED: May 19, 2009

**Comment [AKL1]:** 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.

If the District employs assistant principal(s), please check the appropriate box on the Response Form and the title will be added throughout the text of the policy, as applicable.

If the District does not employ assistant principal(s), please check the Legal Reference only box on the response form and the only change to the policy will be the legal reference update.

**Issue 77, October 2011**

**Comment [a2]:** The optional components of the principals' evaluation plan are edited to comply with P.A. 96-861, The Performance Evaluation Reform Act of 2010, and ISBE rules.

*Significant factor*, as used in #8, 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/](http://www.isbe.net/peac/) for the most recent information about ISBE and PEAC's implementation of the Performance Evaluation Act.

**Issue 75, February 2011**

**Comment [a3]:** This policy is updated in response to subscriber feedback, new State legislation, and an ISBE rule.

**Issue 75, February 2011**