

Agenda for Wednesday, September 24 at 12:00

Contingency-Administration Planning Committee

1. General description of the duties of the principal
2. Define administrative duties that can be handled by the
Keystone Council
3. Identify administrative duties that can not be handled by
the council.
4. Rough draft of system that could be put in place

DMU

**U-High Principal Tasks
Spring Semester 1998**

1. Scheduling implementation
2. Service Learning Task Force
3. Complete teacher evaluations
4. Participate in evaluation of new teacher professional development model
5. Civil Service Evaluation
6. Budget Development
7. Reinforce U-High/ISU research connections
8. Represent U-High at internal/external meetings (Lab School Admin., Administrative Council, CAC, Booster Club, etc.)
9. Review all materials – admissions, enrollment, scheduling, handbook, etc.
10. Public relations – in all capacities
11. Respond to faculty concerns/needs
12. Respond to parent concerns, community requests, etc.
13. Work with faculty to identify goals for 1998-1999
14. Vision for the school
15. Hire any new faculty/staff
16. Participate in curriculum/program review process
17. Assist in development and implementation of technology plan for U-High
18. *Clinical Experience Coordination*

ILLINOIS STATE UNIVERSITY
Position Description

Position: Principal, University High School

Department: Laboratory School, College of Education

General Statement of Purpose and Duties:

Provides leadership in program development, research activities, and teacher education. Administers all aspects of University High School operating budgets. Primarily responsible for making hiring recommendations, supervising, and evaluating faculty and staff at University High School. Other duties as assigned by the Director.

Reports To:

Director, Laboratory School

Supervises:

All personnel associated with the daily operation of University High School

Principal Duties and Responsibilities:

- A. Organizing curriculum and instruction activities;
- B. Assisting in unit curriculum and instruction development activities;
- C. Performing staff evaluations and supervising, both academic and non-academic personnel;
- D. Developing and managing internal budgets;
- E. Supervising pupil personnel services and student activities;
- F. Maintaining the official student records;
- G. Preparing substitute lists;
- H. Assigning staff responsibilities (teaching and extra duty);
- I. Projecting the staff needed for the building and making appropriate hiring recommendations;

- J. Preparing textbook and instructional supply lists;
- K. Conducting regular faculty meetings, staff inservice activities, and orientation for new teachers;
- L. Developing annual space needs analysis and recommendation for building repair and rehabilitation;
- M. Developing the master schedule;
- N. Overseeing physical plant concerns including inspection and maintenance;
- O. Overseeing research activities within building;
- P. Representing the school in various liaison functions;
- Q. Coordinating and facilitating activities in the areas of teacher education and research with the College of Education;
- R. Performing other duties as assigned by the Director of the Laboratory School.

Knowledge, Skills, Education and Experience:

- Demonstrated success in teaching at the secondary level (minimum of two years)
- Leadership experience at secondary level, such as principal, assistant principal, or department chairperson
- Administrative experience as a principal is desirable
- Preference will be given to candidates who have an earned doctorate or comparable terminal degree in Educational Administration or Curriculum with expectation of teaching at the college level
- Background in curriculum development, research and/or preparation of future educators highly desirable
- Certified or certifiable as a secondary school principal by State of Illinois

3/22/93

Contingency - - - - - Minutes

1. Duties of Principal "if no candidate"
Option -

Published job description - discuss

- Don's thoughts:
- 1) Ground teacher a group for help
 - 2) Keyser cumbersome to call meeting
 - 3) Parent not wanting a group to know student prot.
 - 4) Induction of teacher eval - not team
 - 5) Whom takes on responsibility if something gets dropped -
 - 6.) Parent involvement - big concern
 - 7.) Meetings on campus
 - 8.) Our goals to be part of the university
 - 9.) Review our materials -
 - 10.) Civil service - evaluations
 - 11.) Schedule - a new schedule will have a new set of problems to address

Conclusion: Don willing to talk to Bob Dean about a new idea -
also to see if he would be willing to be an interim principal
for one semester -