



DuPage Regional Office of Education

Illinois Standards and Indicators for Principal/Assistant Principal Evaluation

Job Description

STANDARD #1: Living a Mission and Vision Focused on Results

The principal/assistant principal work with the staff and community to build a shared mission, and vision of high expectations that ensure all students are on the path to college and career readiness and hold staff accountable for results.

The principal/assistant principal will:

- a. facilitate efforts to establish and implement a shared mission and vision for the school that leads to academic growth for all learners;
- b. ensure that the school's identity, vision, and mission drive all school decisions;
- c. conduct difficult but crucial conversations with individuals, teams, and staff based on student performance data in a timely manner for the purpose of enhancing student learning and achieving improved results.

STANDARD #2: Leading and Managing Systems Change

The principal/assistant principal create and implement systems to ensure a safe, orderly, and productive environment for student and adult learning for the purpose of achieving school and district improvement targets.

The principal/assistant principal will:

- a. lead the development, implementation, and monitoring of school improvement targets which measure school wide academic achievement and school climate indicators;
- b. establish and maintain a safe, effective learning environment;
- c. collaborate with district and school staff to allocate personnel, time, material, and adult learning resources appropriately to achieve school improvement plan targets;
- d. support district and school goals by managing fiscal and physical resources of the school responsibly, efficiently and effectively;
- e. utilize current technologies to support leadership and management functions;
- f. demonstrate an understanding of the change process and use leadership and facilitation skills to manage it effectively.



STANDARD #3: Improving Teaching and Learning

The principal/assistant principal work with the school staff and community to develop a research-based framework for effective teaching and learning that is refined continuously to improve instruction for all students.

The principal/assistant principal will:

- a. collaborate with staff to develop and implement a consistent framework for effective teaching and learning that includes a rigorous and relevant standards-based curriculum, research-based instructional practices, and high expectations for student performance;
- b. establish a continuous improvement cycle that uses multiple forms of data and student work samples to support individual, team, and school-wide improvement goals, identify and address target areas for improvement, measure outcomes and celebrate successes;
- c. ensure that differentiated instructional practices which address identified student needs are implemented with fidelity;
- d. select and retain teachers with the expertise to deliver instruction that maximizes student learning;
- e. evaluate the effectiveness of instruction and of individual teachers by conducting frequent formal and informal observations and provide timely, specific feedback on instruction as part of the district teacher appraisal system;
- f. ensure the development of high performing instructional teacher teams by providing training and support grounded in best practices which are designed to advance student learning and performance;
- g. develop systems and structures for professional development and teacher collaboration that provide and protect time allotted for these purposes;
- h. ensure that professional growth plans are linked to data derived from school improvement plan results and teacher evaluations.

STANDARD #4: Building and Maintaining Collaborative Relationships

The principal/assistant principal create a collaborative school community where the school staff, students, families, and community interact regularly and share ownership for the success of the school.

The principal/assistant principal will:

- a. create, develop and sustain relationships that result in active student engagement in the learning process;
- b. utilize meaningful feedback of students, staff, families, and community in the evaluation of instructional programs and school practices;
- c. engage families and communities proactively in supporting student learning and the school's shared mission, vision and learning goals.



STANDARD #5: Leading with Integrity and Professionalism

The principal/assistant principal work with the school staff and community to create a positive learning environment by ensuring equity, fulfilling professional responsibilities with honesty and integrity, and modeling professional behavior.

The principal/assistant principal will:

- a. treat all people fairly, equitably, and with dignity and respect;
- b. demonstrate personal and professional standards and conduct that enhance the image of the school and the educational profession;
- c. create, model behavior, and support a climate that values, accepts and understands cultural diversity and multiple perspectives;
- d. protect rights and confidentiality of the students and staff.

STANDARD #6: Creating and Sustaining a Culture of High Expectations

The principal/assistant principal work with staff and community to build a culture of high expectations and aspirations for every student by setting clear staff and student expectations for positive learning behaviors and by focusing on students' social-emotional learning.

The principal/assistant principal will:

- a. establish and monitor a culture of high aspirations and achievement for every student;
- b. require staff and students to demonstrate consistent values and positive behaviors aligned to the school's vision and mission;
- c. lead a school culture and environment that successfully develops the full range of students' learning capacities – academic, creative, social-emotional, behavioral and physical.