

Assistant Principal

QUALIFICATIONS:

Certification:

- Supervisory certificate – Type 75 Administrative Certificate
- Administrative certificate with ability to evaluate certified personnel

REPORTS TO:

Direct Supervisor: Building Principal

JOB GOALS:

- Primary responsibility is in the improvement of instruction and the majority of the time shall be spent on curriculum and staff development
- All students meet or exceed state expectations for learning as assessed by Illinois Standards Achievement Test
- All students meet or exceed district expectations as assessed by local measures

RESPONSIBILITIES:

Assists the principal in the operations and management of the school

- Manages work orders for building upkeep and maintenance
- Works with contracted service providers
- Coordinates special events
- Coordinates day-to-day operations
- Coordinates activities outside of the work day

Serves as principal in the absence of the principal

- Demonstrates sound decision making skills using available resources
- Documents important issues
- Maintains consistency in the operations and management of the school
- Supports and reinforces the District 108 Core Values

Assists the principal with the supervision and evaluation of personnel

- Understands and follows contractual obligations for staff evaluation
- Provides support to staff through professional growth resources
- Documents and communicates ongoing progress of staff member

Assists the principal with the supervision and monitoring of progress and attendance

- Directs involvement in the ARC system
- Manages student recognition programs
- Manages student attendance process
- Facilitates the connection to community agencies/resources

Assists the principal with district and school improvement efforts to include expertise in the relationship between standards, instruction, assessment and professional development

- Engages in School-Wide Improvement Planning
- Engages in the Systems Check Process
- Facilitates ongoing professional growth for staff

Assists the principal in building a safe and inviting school climate

- Supports and promotes the school social emotional curriculum
- Acquires and manages resources to support the school social emotional curriculum
- Establishes common expectations and procedures for student and staff
- Develops and maintains the school Crisis Response Plan

Assists the principal in maintaining discipline throughout the school

- Co-develops and implements the school-wide behavior management system
- Manages office referrals and other disciplinary referrals
- Manages and maintains up to date discipline records and organized data
- Organizes, analyzes and communicates discipline data
- Documents and communicates disciplinary information to school personnel and parents in a timely manner
- Maintains the consistency in disciplinary decisions and the integrity of students due process rights

Assists the principal and staff in aligning human resources to enhance school and district improvement goals

- Engages in the hiring process
- Organizes and manages school committees
- Manages substitute teachers
- Organizes professional development activities
- Assists the principal in making staff assignments

Serves as a member of the School Instructional Leadership Team

- Assist the principal in creating the Leadership Team agenda
- Regularly reports system updates to Leadership Team
- Serves in a facilitative role when required
- Supports and carries out decisions

Performs communication and collaboration tasks to achieve positive satisfaction results from students, parents and staff members

- Analyzes data collected from stakeholder groups

- Designs and implements stakeholder feedback tools
- Communicates in a timely and effective manner to all stakeholders
- Applies conflict resolution strategies
- Facilitates parent involvement

Performs such record-keeping functions as the principal may direct

- Manages data and information related to students
- Manages key information and documentation related to the operations of the school
- Manages personnel related documentation

Performs such other tasks and assume such other responsibilities as the principal may assign from time to time

- Completes all duties and assigned tasks in an effective and timely manner

Performs tasks and engage in development activities to prepare for assuming responsibility as a principal.

- Demonstrates professional improvement
- Encourages professional improvement for staff
- Establishes a school-based staff development program
- Provides time for school self-reflection and evaluation of programs and services within the school

TERMS OF EMPLOYMENT:

Work Year:

11 Month

Bargaining Unit:

Non-Bargaining Position

Salary and Benefits:

Salary and benefits to be established by the Board

EVALUATION:

Performance of this job will be evaluated in accordance with administrative procedures