



Jersey Community Unit District No. 100

100 Lincoln Ave. - Jerseyville, IL 62052 / Phone: 618-498-5561 / Fax: 618-498-5265

VACANCY NOTICE FOR SCHOOL YEAR 2019-2020

Assistant Principal/Dean - Jersey Community Middle School

Job Description

Under the direction of the principal, the Assistant Principal / Dean of Students is responsible for carrying out a variety of administrative and supervisory responsibilities including:

- Ensuring 21st century skills are embedded in instruction.
- Utilizing data to make informed decisions.
- Assisting the principal in the development of the master schedule.
- Assisting the principal in planning and leading professional development.
- Supervising and evaluating certified and classified school personnel.
- Assisting in the administration of mandated national, state and local assessments.
- Assisting in the hiring of new employees.
- Assisting in the transition of students to the middle school.
- Supervising a number of after school, weekend, and non-student attendance day activities and athletic events.
- Assisting in student management, discipline, and actively leading Social Emotional learning through leadership within our transition and at-risk programs/initiatives.
- Assisting in the supervision of the school building before, during, and after school.
- Coordinating school events.
- Other duties as assigned by the principal.

Professional Expectations

The selected candidate will:

- Possess a personal leadership style characterized by integrity, candor, and sensitivity to the needs of students, teachers, parents, and other groups.
- Have the ability and desire to work cooperatively with students, teachers, administrators, parents, and others.
- Have the qualities of character and poise necessary to command professional and public confidence and respect.
- Demonstrate the ability to handle confidential information with the utmost confidentiality.
- Have the ability to organize, set priorities, and work effectively under pressure.
- Attend work regularly and consistently.
- Remain committed to the shared mission and Jersey CUSD 100's vision of high expectations.

Qualifications

- Must be licensed in Illinois as a professional educator - middle school certification and experience preferred.
- Administrative endorsement preferred but not required.
- Five years of successful teaching, administrative, or supervisory experience.
- Must have, or be able to obtain, the Qualified Evaluator status for teachers and administrators.
- Administrative and/or teaching experience at the middle school level is preferred.

Disclaimer

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Work Year

- Ten (10) Month Contract

Salary

- Regionally Competitive

Coaching Opportunities

There may be coaching opportunities for the selected candidate.

Application Procedures

Candidates are invited to apply by submitting the following information digitally to **Lisa Schuenke, Director of Finance and Human Resources**, at lisa.schuenke@jersey100.org

Internal Candidates

- Formal letter of interest

External Candidates

- Formal letter of interest
- Resume
- Three letters of reference
- [Employment Application](#) (Not applicable for long-term subs)
(Educators / Coaches - Include all items below that apply)
- Proof of Licensure in the State of Illinois as an educator (*teachers, paraprofessionals*)
- Unofficial transcripts (*Educators Only*)
(Applicant should have official transcripts sent from the institution when requested by District)
- ASEP Certification (*Coaches only*)

Jersey Community District No. 100 offers a competitive salary and benefits package, including many professional development opportunities and an instructional climate that is second to none. Please know that the FBI fingerprint/background check will be required of all candidates who are hired.

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organization that have entered into agreements with Jersey Community Unit School District No. 100 are hereby notified that our school district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws. Any person who is unable to resolve a problem or grievance arising under Title VI (race/color/national origin), Title IX (sex), the Age Discrimination Act (age), Section 504 (disability), or Title II of the ADA (disability), may contact the Office for Civil Rights. Any person having questions regarding the above, is directed to contact Jersey Community Unit School District No. 100, Non-discrimination Liaisons, Mr. Alan Churchman or Ms. Lisa Schuenke at 100 Lincoln Ave., Jerseyville, IL 62052, or call 618-498-5561.