

ARCOLA COMMUNITY UNIT SCHOOL DISTRICT #306
JOB DESCRIPTION

TITLE: Assistant Principal

QUALIFICATIONS: Type 75 License

REPORTS TO: Building Principal

**TERMS OF
EMPLOYMENT:** 220-day contract

EVALUATION: Annually as established by Board policy

PERFORMANCE RESPONSIBILITIES:

1. General Duties

- Conducts teacher evaluations
- Assists with school improvement planning and is active member of building leadership team
- Assists with development of scheduling, especially as it applies to special education, RTI and EL
- Assists with curriculum development and instructional practices
- Assists in the preparation, facilitation and delivery of staff and SIP meetings and teacher inservice/institute days
- Assists with building discipline, attendance and truancy as time allows
- Assists with student supervision
- Communicates regularly with the building principal regarding staff evaluations, issues, concerns, students
- Assist the principals with the daily management and operations of the building

2. Response to Intervention Program

- Oversees Response to Intervention Process
- Implements researched-based interventions
- Serves as liaison between RtI and Special Education
- Ensures alignment of interventions to core curriculum

3. Special Education/504

- Oversees and coordinates scheduling case review team meetings, pre-meetings and/or eligibility meetings.
- Ensures compliance with all timelines and state and federal guidelines
- Coordinates service providers (Psychologist, OT, PT, Speech, and Language)
- Attends case review team meetings

- Attends annual reviews and EDC's to determine eligibility as needed
- Keep building principal abreast and informed of special education program's status
- Main point of contact for special education staff and EIASE
- Coordinates 504 Process
- Coordinates service between out of district programs and students
- Coordinates and monitors in-district placement
- Acts as the local representative at IEP meetings
- Monitors correct completion of all IEPs, ensuring that the IEPs are linked to Standards and that FAPE is provided in the least restrictive environment.
- Works with testing coordinator to ensure accommodations and DLM testing, if applicable

4. Assists with Building EL Program

- Oversee files for ESL students, as well as parent refusals
- Trains new EL teachers on W-APT, ACCESS, and yearly required paperwork for ESL students
- Complete yearly mandated TBE/TPI paperwork
- Ensure exited EL students are monitored for the 2-year required period
- Coordinate the update of SIS EL Information (screener info, adding new students, etc.)
- Coordinate and facilitate Parent Advisory Committee Meetings 4 times a year as required by the TBE/TPI grant

5. Paraprofessionals

- Develops and oversees schedules
- Oversees daily substitutes
- Conducts annual evaluations
- Organizes professional development

6. Other duties as assigned

ADOPTED: January 13, 2021