

CASEY-WESTFIELD COMMUNITY UNIT SCHOOL DISTRICT C-4

JOB DESCRIPTION

TITLE: MONROE SCHOOL ASSISTANT PRINCIPAL

- QUALIFICATIONS:
1. Professional educator license in Educational Administration and/or Supervision.
 2. Masters Degree in Educational Administration with training in administration, supervision and elementary curriculum development.
 3. A minimum of five years successful teaching experience with elementary experience preferred.
 4. Such alternatives to the above qualifications as appropriate and/or acceptable.
 5. Skills, knowledge and abilities
 - a. Ability to exert strong leadership in the field of elementary instruction..
 - b. Ability to make firm decisions in areas of responsibility and delegate responsibility.
 - c. Knowledge of sound elementary educational programs.
 - d. Ability to identify and implement programs at the elementary school level.
 - e. Ability to work effectively and cooperatively with pupils, parents, and school personnel.
 - f. Ability to communicate effectively (oral and written).
 - g. Ability to utilize Technology to perform duties

REPORTS TO: Elementary Principal

DUTIES AND RESPONSIBILITIES:

1. Assist the Elementary Principal in the overall administration of the school.
2. Maintain presence in the school building a minimum of regular office hours (7:30 am to 4:00 pm) and work beyond regular hours as needed and/or requested to fulfill responsibilities.
3. Coordinate and implement the discipline and attendance procedures at the Elementary School.
4. Work with local agencies and community groups to the benefit of students and the school
5. Attend all staff meetings and trainings and assist as necessary.
6. Enforce the rules of the Board, the Superintendent, the Elementary Principal, and the State Board of Education.
7. Assume the duties of the Elementary Principal in his/her absence.
8. Assist the Elementary Principal with internal reviews, external reviews, and the overall school improvement process.
9. Assist the Elementary Principal, as requested, with screening and recommending potential candidates for employment to the Board of Education.
10. Assist the Elementary Principal in supervision and evaluation of support staff and certified staff in the building as requested.
11. Receive sick calls from staff during non-school hours, secure appropriate substitutes, and report daily absences and substitute use to the office.

12. Share the duty of LEA (Local Education Agency) Representative at special education meetings with the Elementary Principal and the Guidance Counselor.
13. Attend trainings and conferences as requested by the Elementary Principal.
14. Share attendance at evening functions as a representative of the school/district as assigned and be available to check the building during non-school hours.
15. Positively represent the school, district, and Board of Education at school functions and in the community.
16. Work with staff members to facilitate a quality and successful academic program in Monroe School.
17. Perform other tasks and duties as necessary and/or assigned by the Elementary Principal and Superintendent.

TERMS OF EMPLOYMENT: Teacher work year plus ten (10) days.

EVALUATION: Annually by the Elementary Principal as per the District Principal Evaluation Plan. Professional Practice shall be evaluated using a rubric aligned to The Illinois Performance Standards for School Leaders and include student growth as a significant factor.

COMPENSATION: Determined annually by the Board of Education.

Written March 12, 2018