



### GENERAL INFORMATION

<i>TITLE</i>	Assistant Principal
<i>LICENSURE</i>	Valid Illinois Professional Educator License (PEL)
<i>ENDORSEMENT</i>	License Endorsement in General Administrative
<i>CONTRACT</i>	200 Days
<i>FLSA STATUS</i>	Exempt
<i>REPORTS TO</i>	Building Principal
<i>SUPERVISORY RESPONSIBILITIES</i>	Assists the Principal in the supervision of all staff assigned to the building
<i>PRIOR EXPERIENCE</i>	Minimum five (5) years of classroom teacher experience preferred
<i>EVALUATION</i>	Performance of this job will be evaluated in accordance with provisions of 1) Public Act 94-1039 (ILCS 5/24A-15), 2) the Performance Evaluation Reform Act (PERA - 105 ILCS 5/24-25, and 3) the Board of Education's policy on evaluation of professional personnel

### QUALIFICATIONS

- Master's Degree
- Professional Educator License
- General Administrative Endorsement
- Minimum five (5) years of classroom teacher experience preferred

### JOB GOAL

The Assistant Principal provides support for and assists the Principal in fulfilling the following responsibilities:

- Living a Mission and Vision Focused on Results
- Leading and Managing Systems Change
- Improving Teaching & Learning
- Building & Maintaining Collaborative Relationships
- Leading with Integrity & Professionalism
- Creating & Sustaining a Culture of High Expectations

### MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Uphold the established Board of Education policies, regulations and administrative procedures
- Demonstrate support for the Mission, Beliefs and Goals of District 124 and the building
- Support, implement, prompt and enhance the district's educational program through effective management practices

The qualifications listed are representative of the knowledge, skill, ability, physical demands and working conditions required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Interest in the well-being of all students
- Maintain confidentiality in matters relating to staff, students and administrators
- Learn and observe safety practices
- Attentive to detail, exercise good judgment, and work without close supervision
- Communicate with diverse groups, follow written and verbal instructions in English, and establish and maintain effective working relationships
- Meet deadlines and schedules, set priorities, and multi-tasking
- Work under limited supervision following standardized practices and/or methods
- Leading, guiding, and/or coordinating with others
- Effectively utilize positive interpersonal skills in relating to staff, parents, students and colleagues
- Communicate clearly in oral and written form
- Assume initiative in identifying and solving problems.
- Exercise good judgment and democratic processes in decision making.
- In addition to the standards, indicators, and elements listed below, the Assistant Principal is responsible for the following:
  - Administer and assume responsibility for building programs and facilities as directed by the Principal
  - Assist the building Principal in coordinating educational objectives and activities with the staff, district administrators and the Board of Education

- Assist the Principal in interviewing and selecting staff, ultimately making hiring recommendations
- Assist the Principal in supervising and evaluating the performance of the staff in accordance with District guidelines
- Assist the Principal in planning, developing, organizing and conducting staff development activities
- Assist the Principal in curriculum planning and revision tasks
- Assist the Principal in planning and administering a building-wide public relations program
- Promote positive communication with students, staff, parents and community members
- Supervise and assist with the management of student behavior in cooperation with, Counselors, Teachers, Parents, and community
- Remain current with research and trends related to education
- Attend building functions and District activities as appropriate and assigned by the Principal
- Chair various meetings as related to the school and/or district program
- Participate in the development and implementation of district procedures, programs and projects
- Assume responsibility for professional growth and development through membership and participation in the affairs of professional organizations through attendance at regional, state and national meetings, and/or through enrollment in advanced coursework as it relates to administration
- Perform other duties as assigned by the building Principal, the Superintendent or the Superintendent's designee
- Actively engage and support district initiatives by aligning building goals and strategies with the district goals and strategies
- Facilitate and sustain open dialogue with parents to maximize parent involvement in all aspects of the educational process (improvement of instruction and climate of the school as well as activities and sports)
- Develop an understanding of the learning targets for each content area, and demonstrate an understanding of effective instructional strategies that teachers must use to help students reach those targets
- Lead regular meetings with grade levels/teams/departments to discuss ongoing instructional pacing and delivery of instruction
- Facilitate the development of teacher capacity within grade level teams/curricular departments to function as effective groups with action plans to accomplish specific student achievement goals
- Guide grade level teams/departments in the development of common formative and summative assessments related to learning targets, stressing the appropriate use of each, and working with teachers to analyze results to improve student achievement
- Participate in regular formative observations of teachers, know and be able to identify best instructional practices, and provide coaching in the use of effective instructional strategies
- Facilitate dialogue with staff on effective grading practices, with particular emphasis on how teachers can adapt grading practices to meet the overall district goal of having grades be a meaningful representation of what students know and are able to do based on established learning targets
- Facilitate and participate in the design and implementation of a problem solving process that includes a specific and purposeful emphasis on data collection and academic intervention
- Understand and speak to the appropriateness of using specific interventions
- All other duties as assigned by the Principal or Superintendent

### MENTAL DEMANDS

#### *Knowledge*

The employee must have foundational knowledge of current research and theory in a specific field. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to communicate verbally and perform technical writing, business correspondence, and procedure manuals. Ability to negotiate and handle pressure situations for extended periods of time. Ability to effectively present information and respond to questions from groups of staff, students, administrators, clients, customers, and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

# EPSD124 Job Description

## Assistant Principal

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### *Ability*

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and timelines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

### *Education/Preparation*

The employee shall possess the equivalent of a bachelor's degree, master's degree preferred; successful employment in a similar role; successful completion of any applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois.

### *Reasoning*

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional and technological resources. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

*The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.*

### **ADOPTED**

- February 2023