



HAWTHORN DISTRICT 73

“Learning for all. Every one. Every day.”

**JOB DESCRIPTION
BUILDING ASSISTANT SUPERVISOR**

GENERAL INFORMATION

Title: Building Assistant Supervisor	Union Status: Exempt
Department: Administration	Work Year: 190 days
Location: Elementary/ Middle School	Reports To: Principal
ISBE Classification/Code: Administrative/EIS Code 611	Evaluation: Annually by Principal
FLSA Status: Exempt	Supervisory Responsibilities: Staff as assigned

GENERAL RESPONSIBILITIES: Support the building principal in the daily functions of the school. Assist in administering all programs in accordance with school board policies and administrative rules and regulations.

ESSENTIAL FUNCTIONS:

- Assist the Principal in implementing instructional strategies to achieve the curriculum goals of the school district.
- Support the preparation of a master schedule for the implementation of an educational program that makes optimum use of facilities and staff.
- Maintain effective communications with and serve as a liaison to parents, civic and community groups.
- Respond to parents, students, and staff concerns in a sensitive and timely manner.
- Serve as the LEA representative for special education meetings, manage procedural and structural safeguards for both IDEA and 504 eligible students, and support special education teams.
- Coordinate all aspects of the student assessment programs at the school.
- Provide assistance in structural and organizational operations at the building level, such as in the areas of student discipline, lunch/recess, and pick up/drop off.
- Assist the Principal by supporting a positive school climate through the implementation of an effective student discipline program.
- Plan and organize school activities and events as needed.
- Provide performance feedback and complete ESP evaluation cycles.
- Assist the Principal in checking school inventories, beginning and end of year obligations of students and faculty, coordinating community/school activities.
- Communicate and coordinate safe practices (fire drills, disaster drills, bus evacuation, etc.).
- Perform other duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

- Demonstrates a student-centered approach to teaching and learning practices
- Builds and sustains relationships, engages in critical conversations, and maintains a positive attitude
- Demonstrates initiative, professionalism, and a strong work ethic
- Demonstrates exceptional written and verbal communication skills
- Effectively uses technology tools for teaching, learning, and communication
- Successful experiences developing and implementing schedules



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EDUCATION, CREDENTIALING and/or EXPERIENCE:

- Illinois Professional Educator License (PEL) K-8 or equivalent
- Administrative certification or endorsement preferred
- At least five years of successful classroom experience

PHYSICAL DEMANDS & WORK ENVIRONMENT:

While performing job duties, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is regularly required to reach with hands and arms. The employee is regularly required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee regularly types using a keyboard. Within the work environment, the employee is exposed to a computer screen and regularly works within an office environment. The employee is occasionally exposed to outdoor weather conditions and regularly works with the use of a personal vehicle. The employee will have contact with the public, which requires appropriate demeanor and apparel. The noise level in the work environment is typically moderate.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority or designee.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the District. Job descriptions are not intended as and do not create employment contracts. The District maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.