



JOB TITLE: Assistant Principal

EVALUATION: Evaluated annually by a District administrator, as assigned and in accordance with provisions of the Board of Education Policy on Evaluation of Personnel.

ROLE AND RESPONSIBILITIES:

- Leads the implementation of school-wide disciplinary procedures, including parental communication and support of student behavioral plans to ensure consistent disciplinary practices in the District
- Leads and supports a data-driven problem-solving process, including academic interventions and MTSS, and participates in team meetings to review instructional delivery
- Organizes school events and assemblies as needed and requested by the principal or Superintendent
- Co-Leads the substitute teacher hiring, training, and job-filling process
- Leads collaborative work with Social Emotional Teacher & administration to facilitate a K-8 plan
- Leads crucial conversations with individuals, teams, and staff based on students' social-emotional needs for the purpose of enhancing student learning and achievement
- Assists the Principal with the recruitment, selection, training, and evaluation of certified and non-certified staff
- Participates in leadership meetings and other such meetings as may be required by the Principal or Superintendent
- Assists in the responsibility for the accurate and timely preparation of all school reports as required by the Principal
- Assists in serving as the LEA for 504 and IEP meetings as required by the Principal or Director of Student Services
- Assists in the creation of the master schedule and manages building and student scheduling
- Assists the Principal in implementing the strategic direction for the building
- Assists in establishing parent/guardian events and participates in necessary committee work
- Assists with developing and implementing professional learning for teachers and staff focused on district initiatives, including the planning of staff and team meetings
- Assists in providing instructional leadership and models appropriate behavior and communication strategies with students, parents, and the community
- Assumes the responsibilities of the building Principal in their absence
- Assists in the accountability of staff and student handbooks and maintains discipline throughout the school
- Works with the school resource officer on criminal investigations, supervises DCFS interviews involving students, and conducts drug sweeps of the campus in conjunction with the local law enforcement agency
- Provides unified instructional and operational leadership to ensure equitable academic, behavioral, and social-emotional outcomes for all PreK-8 learners
- Oversees curriculum, instruction, student services, and specialized programs (including special education, multilingual learners, MTSS, and early childhood) to ensure alignment, effectiveness, and compliance with state and federal regulations
- Supervises, supports, and evaluates certified and non-certified staff
- Builds leadership capacity through coaching, professional learning, and implementation of a consistent instructional framework.
- Leads data-informed decision making by monitoring student performance, ensuring differentiated practices and interventions are implemented with fidelity, and facilitating meaningful staff collaboration around student growth
- Cultivates a culture of high expectations, shared mission and vision, family engagement, and safe, supportive school environments that promote achievement for every student.
- Performs other duties as assigned by the Principal or Superintendent

COMMUNITY & SAFETY:

- Administers the building in a manner consistent with the health, welfare, and safety of students and staff
- Leads the collaboration with the Athletic Director (AD) in the supervision and implementation of the school's athletics
- Assists the Principal with matters as needed
- Assists in informing all assigned personnel regarding procedures and disseminates information from the Principal and Superintendent

REQUIREMENTS:

- Professional Educator License with Administrative endorsement (Type-75)
- Knowledge of strategies and protocols to meet the diverse social and emotional needs
- Exceptional problem-solving, critical thinking, and strategic planning skills
- Strong organizational, time management, and conflict resolution skills
- Ability to successfully handle multiple projects concurrently
- Demonstrated ability to be self-directed and take initiative
- Knowledge of Google Suite.

EVALUATION:

- As per current State Law

PHYSICAL DEMANDS:

- While performing job duties, the employee is regularly required to sit, use hands, feel, talk, and hear. The employee is regularly required to reach with their hands and arms. The employee is regularly required to stand and walk. The employee is regularly required to lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. Within the work environment, the employee is exposed to a computer screen and regularly works within the office environment. The employee occasionally works evenings and/or weekends. The employee is occasionally exposed to outdoor weather conditions. The employee will have contact with the public, which requires an appropriate demeanor and appearance. The noise level of the work environment is typically moderate.

In accordance with the Americans with Disabilities Act, requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made that may pose serious health or safety risks to the employee or others which impose undue hardships on the district.

SALARY:

- 220 Days per year
- Salary range of \$90,000 - \$105,000 based on experience and education