



## **JOB DESCRIPTION**

- TITLE:** **ASSISTANT PRINCIPAL OF STUDENT SERVICES**
- QUALIFICATIONS:**
- Type 75 Administrative Certificate/PEL.
  - Three or more years of grades 9-12 teaching experience.
  - Bilingual (Spanish) preferred.
- JOB GOAL:** To supervise and coordinate leadership that will direct staff to carry out programs and initiatives that will ensure support of educational programs, school health, and student services functions in the building.
- REPORTS TO:** Principal
- SUPERVISES:**
- Dean of Students
  - Counseling and Career Division Chair
  - SEL Interventionist
  - Attendance Interventionist/ALOP Staff
  - School Social Workers
  - School Psychologists
  - School Nurses
  - Classified Secretarial Staff

### **PERFORMANCE RESPONSIBILITIES:**

- Serves as a member of the Building Leadership Team.
- Provides direct supervision of the Dean of Students Office and coordinates student discipline.
- Responsible for MTSS management and oversight of Student Support Teams.
- Provides direct supervision of the Wellness Center and staff.
- Facilitates student SEL programming.
- Serves as and conducts the duties of the District's Homeless Liaison.
- Provides direct supervision of the Alternative Learning Opportunities Program (ALOP).
- Provides direct supervisor of the Nursing Office and related operations.
- Responsible for the annual updating and distribution of the student handbook.
- Supports school registration operations.
- Observes and evaluates certified and classified staff upon request of the principal.

- Supervises after school events and programs as the designated administrator on duty when assigned by the principal.
- Operates as the acting principal in the absence of the principal.

**ADDITIONAL**

**DUTIES:** Performs other related tasks and/or duties as assigned by the administration.

**TECHNICAL**

**SKILLS:** The individual must be proficient in computer usage, word-processing, spreadsheets, presentation and other school-based software.

**PHYSICAL**

**REQUIREMENTS:** The individual must be able to stand or sit for long periods of time, be mobile to move from one place to another, stoop, bend and able to lift up to 40 pounds.

**TRAVEL**

**REQUIREMENTS:** The individual will need to provide own transportation to district business, athletic events, and professional meetings as required.

**TERMS OF**

**EMPLOYMENT:** This is a 12-month

**SALARY:** Range of \$140,000 - \$180,000

**APPROVED BY  
THE BOARD OF  
EDUCATION:**

**FLSA STATUS:** Exempt

**PERFORMANCE  
EVALUATION:** ISBE state approved Principal Evaluation Plan