



ZION-BENTON

TOWNSHIP HIGH SCHOOL DISTRICT **126**

COMMITTED TO EDUCATIONAL EXCELLENCE

ZION-BENTON TOWNSHIP HIGH SCHOOL DISTRICT 126 JOB DESCRIPTION

POSITION TITLE:	ZBTHS Assistant Principal Operations and Attendance	LOCATION:	Principal's Office
REPORTS TO:	ZBTHS Principal	STATUS:	Union Exempt
CLASSIFICATION:	Executive Cabinet	TERM:	12-month Full-Time

About D126:

Zion-Benton Township High School District 126 comprises two high school campuses serving approximately 2,500 students in grades 9-12. We have a proud history of serving a diverse student population from Beach Park, Wadsworth, Winthrop Harbor, and Zion.

Zion-Benton Township High School is located in the western portion of the town of Zion. Zion-Benton East High School is centrally located in Zion, offering students a choice in a small high school experience. Both schools prepare students with the singular goal “To ensure that students graduate ready for college, a career, and life.”

At D126, our mission is to promote self-worth, social responsibility, and lifelong learning in partnership with our community. Our vision is to empower students to thrive in today’s global society.

General Summary:

Serves as a member of the management team. Fulfills a wide variety of administrative responsibilities with a primary focus on improving academic achievement, managing student discipline, and assisting the principal with all aspects of the educational program and day-to-day operations. The Assistant Principal oversees building operations, building MTSS leader, student discipline, the advisory system, and student activities, serves as the D126 summer school Principal, and assists with other administrative duties as assigned by the principal or superintendent. Is responsible for ensuring increases in Freshman On-Track, Graduation Rate, and proficiency levels for Black, Special Education, English Learners, and Latino students.

Essential Duties and Responsibilities:

1. Serves as a member of the Management Team, Zion-Benton High School leadership team, and other committees as assigned.

2. Collaborates with the Principal relative to the coordination of the functions of the Dean's Office.
3. Oversees and directs the ZBTHS Attendance Office and ensures effective and efficient processes, policies and practices relative to student attendance.
4. Assist in the recruitment, monitoring, and evaluation of all sponsors and oversight of club activity accounts.
5. Oversees and directs the Advisory Program including the hiring of advisors, the evaluation of advisors, and all the day-to-day operations in the advisory system to ensure that it supports the ZBTHS MTSS.
6. Oversees building calendar, assists Principal with building rental requests, and coordination of facility needs.
7. Collaborates with the Executive Director of Student Services to ensure student academic, social-emotional, and behavioral supports are implemented and monitored.
8. As the summer school Principal, oversees all facets of summer school programming and ensures all students are successful in the summer programs.
9. Coordinates and implements state and district-mandated assessments for ZBTHS based on the direction from the Chief Academic Officer
10. Assists building principal with the development, implementation, and evaluation of all school improvement efforts
11. Assists building principal with daily school operations, including schedules, attendance, and discipline.
12. Manage and supervise assigned staff, including teachers, support staff, and other personnel.
13. Coordinate with the principal to plan and conduct faculty meetings, professional development, and staff evaluations.
14. Enforce school rules and policies, addressing disciplinary issues and conflicts.
15. Work with students, parents, and teachers to resolve behavioral and academic concerns.
16. Develop and implement programs that promote positive student behavior and academic achievement
17. Support the principal in evaluating and improving instructional practices within the school.
18. Observe classroom teaching and provide feedback to teachers to enhance instructional quality.
19. Collaborates with the Executive Director of Safety relative to school safety plans, including emergency procedures.
20. Ensure the physical and emotional safety of students and staff.
21. Serve as a liaison between the school, parents, and the community.
22. Communicate effectively with parents regarding student progress, school events, and policies.
23. Participate in parent-teacher conferences, open houses, and other, and supervise school events.
24. Assist in organizing and supervising extracurricular activities, including athletics, clubs, and school events.
25. Act as the principal in their absence.
26. Stay current with educational trends, laws, and regulations.
27. Assists the principal in all senior activities, including graduation.
28. Performs other duties as assigned by the Principal or Superintendent.

Communication and Community Relations:

- Articulate the District's mission to the community and solicit its support in realizing the mission.
- Demonstrate awareness of district and community needs and initiate activities to meet those needs.
- Use appropriate and effective techniques to encourage community and parent involvement.
- Establish a culture of learning and achievement
- Act consistently to influence others' thinking and behavior to achieve results
- Anticipate and respond to stakeholder concerns and identify and engage key influences and community resources necessary for success
- Influence others to take action and demand change

Qualities of an effective Assistant Principal of Operations and Attendance:

- Demonstrate a high level of personal integrity, a collaborative leadership style, high ethical standards, high expectations, commitment, respect, dedication to teamwork, passion for a student-centered environment, and leadership behaviors focused on results
- Recognize cause and effect between instructional activities and results, thus developing the right balance of strategic and tactical plans to achieve immediate success while maintaining a long-term vision to achieve the desired results
- Consistently takes on challenging situations and believes in the ability to effect change while demonstrating a strong commitment to others and presenting ideas with confidence

- Take risks to achieve vision and goals, even if they deviate from the norm, and take personal responsibility for mistakes and learn from them; while consistently following up with analysis and corrective action
- An effective Assistant Principal of Operations and Attendance manages risk, listens actively, manages based on priorities, empowers others, delegates tasks, but manages delegation of duties, acts decisively, motivates change, communicates clearly, promotes the district’s vision, and is an educator first/administration second

Knowledge, Skills, and Abilities:

1. Possesses superior interpersonal, human relations, and leadership skills.
2. Demonstrates knowledge and expertise in the areas of best instructional practices.
3. Works effectively in a collaborative setting, serving as a consensus builder, team leader and motivator, committed to educational excellence.
4. Possesses excellent oral, written, and presentation communication skills.
5. Possesses education and training in student discipline and school administration.
6. Works effectively in a collaborative setting, serving as a team leader and motivator.
7. Competent in performing a high degree of detailed work.
8. Able to work well under pressure, problem-solve, and meet deadlines.
9. Able to remain flexible and adapt to changing demands.
10. Comprehensive knowledge of the principles, practices, and procedures of school administration
11. Comprehensive knowledge of school division objectives, procedures, and organization
12. Comprehensive knowledge of school personnel and administrative practices, procedures and policies
13. Excellent oral and written communication skills; ability to establish and maintain effective working relationships with teachers, staff, and all support staff; ability to conceptualize, initiate, monitor, and evaluate new and/or current programs
14. Able to communicate with faculty, staff, students, parents, and the public in a courteous and professional manner.
15. Able to maintain confidentiality and use good judgment.
16. Demonstrates a commitment to professional growth and lifelong learning.

Education and Experience:

Related master’s degree, teaching experience, and Type 75 administrative certification required. Prior school administrative experience required.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use the computer.				X
Hearing: Must be able to hear well enough to communicate with staff, students, et.al., in the office and via telephone.				X
Standing/Walking/Mobility: Must be able to stand to access files and operate office machines, and be mobile mobility within the office area and building.				X
Climbing/Stooping/Kneeling:			X	
Lifting/Pulling/Pushing:			X	
Dexterity/Repetitive Motion: Must be able to perform small hand motions such as writing, typing, using phone systems, etc.				X

Physical Dimensions:

Medium Work: Exerting up to 20-40 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Note:

The statements herein are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee's supervisor necessitate change, evaluation, and modification of job descriptions may be required.