

ELEMENTARY ASSISTANT PRINCIPAL JOB DESCRIPTION

GENERAL INFORMATION

| | |
|--------------------------|--|
| <i>TITLE:</i> | Assistant Principal |
| <i>DEPARTMENT:</i> | Administration |
| <i>LICENSURE:</i> | Valid Professional Educator License (PEL) with appropriate endorsements or as set by state licensure authorities |
| <i>ENDORSEMENT:</i> | 1. General Administrative |
| <i>REPORTS TO:</i> | Building Principal |
| <i>SUPERVISES:</i> | 1. Building Certified and Non-Certified Staff 2. Other resource and service personnel while functioning in the assigned school |
| <i>CONTRACT:</i> | Ten-month year (220 days). Salary range is \$70,000 to \$80,000 based on experience |
| <i>PRIOR EXPERIENCE:</i> | 1. Full/part-time experience as a teacher or certified employment in an educational setting 2. Successful administrative or leadership experience preferred |
| <i>QUALIFICATIONS:</i> | 1. ISBE Teacher Evaluation Endorsement 2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable |

POSITION GOAL

Under general supervision, the Elementary Assistant Principal supports the Principal in providing instructional leadership and managing the school's daily operations. This role focuses on fostering a positive school climate, improving student achievement, supporting staff development, and ensuring a safe and effective learning environment for all students.

ESSENTIAL DUTIES and RESPONSIBILITIES:

The criteria below describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

- Serves as Principal in the Principal's absence
- Assist with certified and non-certified employee evaluations
- Lead assigned building committees
- Oversee testing platforms, schedules, and delivery
- Use student achievement and behavioral data to identify challenges and co-develop targeted improvement strategies
- Support teachers in implementing innovative, research-based instructional practices
- Promote continuous improvement by modeling reflection, adaptability, and a growth mindset

Elementary Assistant Principal (continued)

- Lead or support professional learning communities focused on solving instructional challenges
- Coordinate school systems and routines in collaboration with staff to ensure efficiency and safety
- Engage staff in shared decision-making and problem-solving related to school operations
- Model accountability, organization, and ethical decision-making in all operational practices
- Daily supervision of building grounds
- Foster a positive, inclusive school climate that prioritizes relationships and belonging
- Implement restorative practices and support students in developing conflict resolution skills
- Collaborate with related service providers, teachers, and families to address student needs holistically
- May serve as the LEA representative at IEP meetings
- Model empathy and cultural responsiveness in all student interactions
- Provide clear, constructive feedback that supports professional growth
- Facilitate open communication and trust among staff members
- Encourage collaboration through team structures, coaching, and shared leadership opportunities
- Model professionalism and effective interpersonal communication
- Communicate clearly and consistently with families using multiple platforms
- Build strong partnerships with families and community organizations to support student success
- Create inclusive opportunities for family involvement and voice in school decision-making
- Represent the school positively within the broader community
- Ensure decisions align with district policies, legal requirements, and ethical standards
- Maintain accurate records and communicate expectations with clarity and transparency
- Support school improvement planning with a focus on equitable outcomes for all students
- Document safety drills and work with the Regional Office of Education to ensure compliance with ROE requirements
- Perform any duties that are within the scope of employment and licensure, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

SCHOOL LEADER PARADIGM COMPETENCIES

CULTURE DOMAIN

Foster Student-Centeredness: Build and sustain a school climate where all adults prioritize unconditional, positive relationships with students to ensure equitable access to high-quality programs.



Elementary Assistant Principal (continued)

Promote Wellness: Model and advocate for the physical and mental well-being of staff and students, ensuring a healthy and supportive working and learning environment.

Model Ethical Leadership: Demonstrate "Personal Intelligence" by leading with humility, self-awareness, and a growth mindset, serving as a pillar of integrity for the school community.

SYSTEMS DOMAIN

Lead Collaborative Inquiry: Initiate cycles of inquiry to assess current school systems, focusing on establishing sustainable, student-centered operations.

Strategic Communication: Utilize a collaborative process to ensure safe, meaningful, and transparent communication with all stakeholders that aligns with the district's mission and vision.

Operational Management: Exercise "Systems Intelligence" to methodically manage school operations, safety protocols, and data literacy to support the learning organization.

LEARNING DOMAIN

Drive Instructional Innovation: Facilitate a culture of ongoing reflection and professional learning, encouraging teachers to adopt innovative, research-based instructional practices.

Results-Oriented Supervision: Cultivate an environment where high, data-driven expectations for student learning are embraced, directly impacting the "Learning Organization" side of the Paradigm.

Human Capital Development: Focus on "Social Intelligence" to empower and guide staff through purposeful observation, feedback, and mentorship to accelerate their professional learning

EVALUATION

Performance of the job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.