

# ELMHURST

COMMUNITY UNIT SCHOOL DISTRICT 205

EDUCATE | ENGAGE | EMPOWER



## Elmhurst Community Unit School District 205

*Assistant Principal - Middle School*

**Department:** Administration  
**Supervisor:** Building Principal  
**Updated:** 11/18/25

**FLSA Status:** Exempt  
**Days:** 196 work days

### Summary

Under general supervision from the building principal and district leaders, the Assistant Principal supports the building principal with the development, organization, administration, supervision and evaluation of educational programs, supports and services. The Assistant Principal takes a lead role in the hiring, evaluation, and supervision of licensed and non-licensed staff and leads the student services functions of the building. The Assistant Principal improves the overall effectiveness of the building(s) served through the development of positive and collaborative working relationships with the building and district administrators as well as with students, staff, and the community. The primary responsibility of the assistant principal is to improve instruction and spend a majority of time on curriculum and staff development.

### Essential Functions and Responsibilities

- Has experience and knowledge of best curriculum practices for respective grade levels and programs (e.g. special education, dual language, etc.) within the school.
- Possesses knowledge of District policies and regulations relating to areas of responsibilities.
- Demonstrates commitment and proven track record as an educator to improve student achievement and growth, support school improvement, and participate and lead professional development as a life-long learner.
- Has an understanding of, and the ability to use, data from a variety of sources to improve student learning, school climate, and the school overall.
- Coordinates and leads all special education and related services in the building and serves as the representative for the school district at IEP and 504 meetings.
- Ensures the efficient, effective operation of the school by assisting in the leadership of the building's staff development program, evaluation of employees, developing and administering the school budget, and implementing and interpreting policies, procedures, and regulations for effective day-to-day and long term operations.
- Ensures effective community-staff-student relations by promoting communication and participation, by identifying needs and planning, implementing, monitoring, and evaluating the school-community relations activities in a manner which is visible to the public.
- Actively participates and leads when needed with regular meetings with the building principal, building leadership team, student services team (at the building-level & district-wide), and district leadership team.
- Promotes and leads parental and community engagement in school and District activities.
- Provides a positive learning climate in the school by establishing, enforcing and maintaining appropriate student behavior standards and guidelines.

- Provides planning leadership and direction to staff committees and is actively involved in contributing to curriculum and school improvement plans and decisions.
- Ensures the systematic improvement and evaluation of instructional and management programs that respond to student, school, community, and District needs.
- Oversees and manages 504 plans for the purpose of maintaining compliance and implementation.
- Completes all other duties as assigned.

### **Supervisory Responsibilities**

Directly supervises and evaluates employees in the assigned building.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

- Master's degree or equivalent
- Illinois Professional Educator License registered in DuPage County and endorsed as a General Administrator or Principal
- Completion of Illinois Performance Evaluation Teacher Evaluation Modules
- Experience with leading school communities and special education/student services is preferred.
- Bilingual in Spanish is strongly preferred.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

#### *Analytical*

Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.

#### *Continuous Learning*

Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

#### *Job Knowledge*

Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how the job relates to others; uses resources effectively.

#### *Use of Technology*

Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

#### *Design*

Generates creative solutions; demonstrates attention to detail.

#### *Problem Solving*

Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

#### *Stakeholder Service*

Manages difficult or emotional situations; responds promptly to stakeholder needs; solicits customer feedback to improve service ; responds to requests for service and assistance; meets commitments.

#### *Communications*

Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

#### *Cooperation*

Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

#### *Oral Communication*

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

#### *Teamwork*

Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

#### *Written Communication*

Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

#### *Change Management*

Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

#### *Performance Coaching*

Defines responsibilities and expectations; sets goals and objectives; gives performance feedback; motivates for increased results; recognizes contributions; encourages training and development.

#### *Team Leadership*

Fosters team cooperation; defines team roles and responsibilities; supports group problem solving; ensures progress toward goals; acknowledges team accomplishments.

#### *Delegation*

Matches the responsibility to the person; gives authority to work independently; provides recognition for results.

### *Leadership*

Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

### *Managing People*

Includes staff in planning, decision-making, facilitating and process improvement; makes self available to staff; provides regular performance feedback; fosters quality focus in others; continually works to improve supervisory skills.

### *Quality Management*

Demonstrates accuracy and thoroughness.

### *Visionary Leadership*

Displays passion and optimism; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.

### *Conflict Resolution*

Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.

### *Impact & Influence*

Pursues and wins support for ideas; displays ability to influence key decision-makers; achieves win-win outcomes; addresses divergent opinions.

### *Diversity*

Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.

### *Ethics*

Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

### *Organizational Support*

Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

### *Strategic Thinking*

Understands organization's strengths & weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.

### *Adaptability*

Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

### *Achievement Focus*

Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities; takes calculated risks to accomplish goals.

### *Personal Appearance*

Dresses appropriately for position; keeps self well groomed.

### *Attendance/Punctuality*

Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

### *Dependability*

Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

### *Initiative*

Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

### *Innovation*

Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

### *Judgment*

Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

### *Planning/Organizing*

Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks.

### *Quality*

Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

### *Quantity*

Completes work in a timely manner.

### *Safety and Security*

Observes safety and security procedures; reports potentially unsafe conditions .

### *Language Skills*

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### *Mathematical Skills*

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### *Reasoning Ability*

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### *Computer Skills*

To perform this job successfully, an individual should have knowledge of Gmail Contact Management systems; Powerschool Database software; PD Express Human Resource systems; Skyward Order processing systems; Google Sheets, Microsoft Excel Spreadsheet software and Google Docs, Microsoft Word Word Processing software.

### *Certificates, Licenses, Registrations*

Current driver's license, state approved licensure

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to use hands to finger, handle, or feel; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is often exposed to outside weather conditions. The noise level in the work environment is usually moderate.

## **Notice of Non-Discrimination**

Elmhurst Community Unit School District 205 recognizes that excellence in education requires a commitment to consistently implementing practices, policies, and procedures in all schools and programs which provide equal educational opportunities for all students and staff. Consistent with Board Policy 7:10, equal educational and extracurricular opportunities are available to all staff members and applicants without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

## **About the District**

Elmhurst Community Unit School District 205 serves more than 8,400 students throughout one early childhood center, eight elementary schools, three middle schools, one high school and a transition center. Our vision is that all students will be *College, Career and Life Ready*. We achieve this vision by *Educating, Engaging and Empowering* all students throughout their *Journey of Excellence*.