

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201

JOB DESCRIPTION

Job Title: **Assistant Principal, Junior High School** Reports To: **Principal**
 Pay Schedule/Range: **\$80,000-\$90,000** FLSA Status: **Exempt/Non-Exempt**
 Prepared/Revised Date: **March 2026** Work Year: **225 Days**

SUMMARY: To strive constantly to achieve and maintain the best possible educational program and environment for student learning under the leadership of the Junior High School Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions/Curriculum and Instruction
Assists the Junior High School Principal in:
1. Attending special events to recognize student achievement, attendance, school-sponsored activities, functions, and athletic events.
2. Maintaining an active relationship with students, parents and the school community.
3. Supervising the school's educational and student counseling programs.
4. Recruiting, screening, hiring, training, assigning and evaluating staff
5. Providing leadership in the development, revision, and evaluation of the curriculum
6. Supervises all activities and programs that are outgrowths of the school's curriculum.
7. Maintaining high standards of student conduct and enforcing discipline as necessary, according to the due process rights of students.
8. Maintaining accurate records on the progress and attendance of students.
9. Coordinating district assessment programs, and state assessments for the Junior High school.
10. Making changes in student schedules when deemed necessary.
11. Supervises the procurement and distribution of instructional equipment and supplies as well as establishes an instructional and supply budget for the building.
12. Cooperates with other administrators in the horizontal and vertical articulation of the education program.
13. Holds individual and group conferences and classroom visitations with teachers for the improvement of instruction and morale.
14. Serves on the district curriculum committees and advisory committees, e.g. discipline, grading.
15. Maintains active relationships with students and parents.
16. Programs classes within established guidelines to meet student needs.
17. Establishes guidelines for proper student conduct and maintaining student discipline.
18. Assumes responsibility for his/her own professional growth and development through membership and participation in professional organizations, through attendance at regional, state and national meetings through enrollment in advanced courses, and the like.
19. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals, and other publications, and discussing problems of mutual interest with others in the field.
20. Supervises all professional, paraprofessional, administrative and nonprofessional personnel assigned to the school.
21. Supervises the school's instructional process.
22. Orients newly assigned staff members and assists in their development, as appropriate.

23. Conducts meetings of the staff as necessary for the proper functioning of the school.
24. Assists in the in-service orientation and training of teachers, with special responsibility for staff-administrative procedures and instructions.
25. Recommends the removal of a teacher whose work is unsatisfactory as defined by the evaluation process.
26. Makes arrangements for special conferences between parents and teachers.
27. Assumes responsibility for the safety and administration of the school plant.
28. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
29. Asserts leadership in times of civil disobedience in school in accordance with established Board policy.
30. Participates in principals' meetings, negotiations meetings, and such other meetings as required or appropriate.
31. Serves as an ex officio member of all committees and councils with his/her school.
32. Responds to written and oral requests for information.
33. Assumes responsibility for all official school correspondence and news releases.
34. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
35. Responsible for implementing and supervising policies and procedures for the protection of students' constitutional and statutory rights.
36. Responsible for implementing and supervising policies and procedures for legal and proper student testing, special education administrative costs, and evaluation, identification, and placement of special education students.
37. Responsible for implementing and supervising policies and procedures providing confidentiality of student psychological profiles and records, discipline records of students.
38. Responsible for implementing policies and procedures for the safe supervision of students during the school day and at extracurricular activities.
39. Evaluation and administration of building safety and emergency drills.
40. Responsible for implementing and supervising policies and procedures for the safety of students.

EDUCATION AND RELATED WORK EXPERIENCE:

- 75 General Administrative Licensure

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills (Verbal and written)
- Effective typing skills
- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	Position Title
	Junior High School Principal

Direct Reports:	Position Title	# of Employees
		Junior High School Assistant Principal

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.