



Cicero School District #99

Job Title: *Assistant Principal*
Reports to: *Principal*

Position Summary

To use leadership, supervisory and administrative skills so as to promote and enhance the total educational program at the elementary level.

Qualifications & Requirements

- Hold a Current Illinois Professional Educator License with an Administrative Endorsement (Type 75)
- Have knowledge of the Illinois Learning Standards
- Be an instructional leader
- Possess excellent oral and written communication skills
- Have knowledge or experience related to Professional Learning Communities
- Demonstrate commitment to student achievement and school improvement
- Support 21st Century Learning and Teaching
- Demonstrate an ongoing commitment to personal professional development
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Duties & Responsibilities

- Demonstrate support for the Mission, Beliefs and Goals of District Cicero School District 99.
- Uphold the established Board of Education policies, regulations and administrative procedures
- Works in conjunction with the District Directors and Program Supervisors.
- Possesses working knowledge and provides supervision of staff entering and maintaining data on the Power School Student Database System.
- Attends grade level pupil personnel and multidisciplinary staffing for student placement in appropriate programs to meet the individual needs of the students as required.
- Attend building functions and District activities as appropriate.
- Works with teachers in solving classroom problems.
- Provides oversight in the maintenance of both student files and electronic records
- Promote positive communication with students, staff, parents and community members.
- Remain current with research and trends related to elementary education.
- Participate in the development and implementation of district procedures, programs and projects.
- Assume responsibility for professional growth and development through membership and participation in the affairs of professional organizations through attendance at regional, state and national meetings and through enrollment in advanced coursework as it relates to administration.
- Performs other duties as assigned by the building principal, the superintendent or the superintendent's designee
- Serves as acting principal at various times, to carry out all the functions assigned to the building administrators.
- Oversees student learning material inventory and distribution systems.
- Oversees to ensure that district/building/student and staff procedures are followed.
- Oversees the implementation and management of district student assessment programs
- Assists with the implementation and finalization of all disciplinary matters related to student violations of School Board Policy.
- Assists the principal in matters in relation to the formulation and execution of school policies.
- Assists the principal in leading the school improvement process.
- Assists the principal in data gathering and compilation for all required district and state reports.
- Assists in scheduling and conducting conferences with parents and all involved personnel regarding matters of student performance, attendance or disciplinary problems and Special Education identification and service delivery.
- Assists in identification, referral and appropriate placement of students with disabilities

- Assists in the supervision of after school activities and the scheduling of extra-curricular events and personnel.
- Assists in the building level orientation of new teachers and with the in-service education of the faculty.
- Assists the Principal with the school wide implementation/ management of the Positive Behavior System.
- Assist the principal in supervising the instructional program by: - observing classroom and activities. - supervising teachers as they implement the curriculum - monitor programs as designed by the District.
- Assist the principal in evaluating performance of the staff in accordance with District guidelines.
- Assist the principal in planning, developing, organizing and conducting staff development activities.
- Assist the principal in curriculum planning and revision tasks.

Supervisory Responsibilities

- Assists the principal in the supervision of all staff assigned to the building.
- Supervises student attendance and discipline.
- Supervises/ manages student arrival/dismissal, playground periods and crowd control at all school events.
- Supervises the cafeteria or common areas.
- Supervises during fire and other emergency drills to ensure compliance with State and school safety regulations

Working Environment:

- The job is performed under minimal temperature variations and is generally a hazard free environment.

Physical requirements

- Regularly required to sit, stand, walk, talk, hear, operate a computer, other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 25 pounds.

Terms of Employment

Start Date: August 2021
 Hours: 8:00 am– 4:00 pm
 Work Year: 10 month
 Compensation: To be determined by the Board of Education
 Union Affiliation: Nonunion

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.