



NILES TOWNSHIP HIGH SCHOOL DISTRICT 219

7700 Gross Point Rd
Skokie, IL 60077
847-626-3000
www.niles219.org

Associate Principal for Operations

REPORTS TO: Principal

SUPERVISES: Assistant Principals, Licensed and non-licensed staff as assigned

POSITION OBJECTIVE: To support the Building Principal in providing effective leadership for their building and help facilitate the development, implementation, and evolution of curricular, instructional, personnel, operational, and business functions of the building, in order to ensure a safe and vibrant school environment that contributes to the effectiveness of the total educational program.

MINIMUM QUALIFICATIONS:

1. Master's Degree in relevant field (Ed.S, Ed.D, or Ph.D degrees preferred)
2. Professional Educator License with Illinois Administrative Certificate (General Administrative or Principal Endorsement).
3. Valid Illinois Qualified Teacher and Principal Evaluation Designation.
4. Progressive experience in teaching, related education specialty, supervision or administration, or equivalent education and experience.
5. Experience supervising and developing educational leaders from a variety of academic areas and/or operational areas.
6. Experience working positively and productively with adults and high school-age students.
7. Experience working successfully in a diverse, multicultural environment
8. Broad knowledge of the principles and practices of school administration and of current educational trends in curriculum and instruction.
9. Comprehensive knowledge of the methods, materials, procedures, and practices of the specialties assigned to the office.

REQUIRED SKILLS:

- Ability to read, interpret, and explain materials from Board policy, administrative procedures, professional journals, and legal documents, including Illinois School Code
- Ability to problem solve, make independent decisions, and effectuate change
- Good verbal and written communication skills
- Demonstrated leadership ability to work with high school students and adults
- Ability to interpret and analyze data, and produce high-quality presentations and documents
- Ability to deal with difficult situations courteously, tactfully, and with discretion and good judgment
- Ability to interact effectively with a variety of audiences and individuals

- Current knowledge of best practices in business, operations, and human resources
- Ability to communicate and interact effectively with a variety of audiences
- Ability to maintain and grow current job skills
- Ability to lead all phases of instructional programs
- Ability to interpret, analyze, and use data to effectively present information, produce documents at a high level of sophistication, and respond to questions
- Ability to access and utilize technology to maximize other skills and performance
- Ability to make rational decisions, problem-solve, and effectuate change in accordance with established policies and procedures
- Ability to establish and maintain effective working relationships with staff and stakeholders
- Ability to manage fiscal, physical, and human resources to successfully carry out the functions and programs of the office
- Ability to deal with difficult situations courteously and tactfully and maintain composure to keep a respectful environment for students and staff
- Ability to maintain confidentiality
- Strong work ethic and aptitude as a self-starter who requires minimal supervision

PERFORMANCE RESPONSIBILITIES:

Supports The Work of The Principal

- Serves as principal in the absence of the principal
- Advises the principal on building-level budgetary needs
- Observes and evaluates teachers in their classrooms upon request of the principal, and offers insights for the enhancement of the teaching-learning situation
- Assists the principal in the overall administration of the school
- Assists in preparing and implementing the school budget
- Assigns teachers to supervisory and chaperone duties
- Works to resolve conflicts in a professional manner
- Anticipates potential problems and issues and is proactive in addressing them
- Models mutual respect; integrity; professionalism; multicultural awareness; gender, racial, and ethnic equity; and the values, beliefs, and attitudes that inspire others to perform to their highest potential.
- Create and support a climate that values, accepts, and understands diversity in culture and point of view
- Understand the master schedule and assist in the development of student schedules as well as making student scheduling adjustments as needed throughout the school year
- Provide high-quality leadership to coordinate and improve the student academic and support services provided to students and families
- Understand the testing and assessments and assist in the development and planning of testing and assessments needed throughout the school year

Coordinates Pupil Transportation System

- Facilitates concerns of parents, students, and staff related to pupil transportation
- Organizes and implements pupil transportation system within guidelines of Board policy
- Approves field trips for transportation
- Makes recommendations that may improve transportation services and efficiency

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- Supports planning of school trips
- Coordinates and evaluates bus supervisors

Supervises Information Resource Center

- Assists in establishing department curriculum objectives and develops a plan for the implementation and evaluation of these objectives
- Conducts department meetings and attends relevant meetings as necessary
- Supervises and evaluates IRC staff
- Keeps informed on educational innovations and trends as they relate to department concerns
- Assists in the planning of workshops and other in-service programs
- Assists in the recruitment, screening, hiring, and assigning of IRC staff
- Prepares five-year report to the Board
- Prepares, administers, and distributes departmental budget
- Supervises and coordinates the ordering and use of departmental instructional aids
- Encourages the development, publication, and use of new instructional materials by IRC staff
- Establishes an effective climate for learning

Supervises Main Office Personnel

- Assists in recruiting, screening, hiring, training, and assigning of department personnel according to District procedures
- Assigns and evaluates personnel
- Organizes and administers the part-time and substitute staff program
- Prepares work schedules and assigns duties
- Coordinates and supervises school mailings
- Coordinates extra clerical needs in the building
- Coordinates assemblies
- Assists staff members in the preparation of printed materials
- Maintains free and reduced-price food service program

Supervises and Supports Textbook Center Operations

- Assists in recruiting, screening, hiring, training, and assigning of department personnel according to District procedures
- Supervises efficient budgeting, ordering, and distribution of textbooks and supplies sold through the textbook center
- Evaluates department personnel

Manages The Financial Operations of The School

- Requisitions supplies, and equipment; conducts inventories; maintains records and checks on receipts for such materials
- Facilitates departmental and building budget planning by appropriate parties
- Collates and organizes building-level budget for submission to the district
- Monitors purchase requisitions
- Maintains inventory of office supplies
- Coordinates rental of facilities by outside agencies, including logistics and billing in accordance with school Board policy

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Manages Daily Operations of The School

- Supervises part-time student help
- Prepares necessary inventories, budget requests, and similar documents
- Coordinates and maintains such record keeping as is necessary
- Develops policy recommendations for the Board's consideration and action
- Files required reports with state and federal education agencies
- Maintains administrative records
- Makes referrals to other professional staff members in the district
- Issues identification cards, work permits, and age certificates
- Issues timely announcements of upcoming events and deadlines
- Maintains records required by policy, regulation, law or good practice
- Prepares and disseminates announcements, general notices and personnel correspondence
- Receives students and/or parents or other interested members of the public, individually or in groups, formally or informally, and listens to their complaints, grievances and problems
- Serves as a liaison for outsourced providers (i.e. transportation, food service, and vending machines)

Supervision and Coordination of Discipline, Safety, and Security

- Prepares, writes, and edits student handbook
- Collaborates and coordinates daily with the Principal and Director of Security on building-level safety and security matters
- Supervises and helps coordinate safety inspections and safety drills with the assistance of the Director of Safety and Security
- Coordinates and supports discipline and communications with Assistant Principals
- Coordinates and supports Assistant Principals' recommendations to the Board regarding the Disciplinary Policy
- Coordinates with Assistant Principals and Law Enforcement Agencies on relevant matters

Coordinates Facilities and Building Management

- Attends relevant meetings
- Assists in development of specifications for remodeling projects or new construction
- Engages in long-range planning
- Establishes and maintains the school's master calendar
- Serves as member of management teams
- Supports school lunch facilities and operations
- Receives suggestions from student groups regarding food preferences
- Cooperates with local health authorities on pertinent matters
- Orders main office supplies and equipment
- Prepares and distributes activity and events calendars and schedules to staff
- Administers the bell and public announcement system
- Assesses school's physical and logistical needs and makes recommendations for meeting them

TERMS OF EMPLOYMENT: 260 days work calendar with irregular or extended work hours including evenings and weekends.

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WORKING CONDITIONS: Works in a fast-paced, student-centered campus environment and is based primarily on site, with frequent movement throughout school facilities. This position includes occasional evening and weekend responsibilities and may require responding to urgent operational matters outside standard hours. The position involves regular interaction with staff, students, families, and external partners, requires timely decision-making related to school operations and safety, and includes physical demands such as standing, walking, and occasionally lifting.

SALARY RANGE: Target hiring range for this position will be between \$170,000 to \$190,000 per year. Offered salary will be determined by the applicant's education, experience, knowledge, skills and abilities, as well as internal equity and alignment with market data.

Apply online at: www.niles219.org

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Niles Township High Schools District 219 is an equal-opportunity employer. It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age, or handicap.

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