



NILES TOWNSHIP HIGH SCHOOL DISTRICT 219

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

Assistant Principal

REPORTS TO: Building Principal, Associate Principals

SUPERVISES: Licensed and Non-Licensed Staff in the respective department
Assigned Activity Sponsors

POSITION OBJECTIVE: To support the Associate Principals and Principal in providing effective leadership for their building and help facilitate, and as assigned lead, 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. Illinois Public Educator License, General Administrative Endorsement, and Teacher Evaluator designation required
2. Master's degree in education, or a related services field
3. Two years of teaching experience at the high school level
4. Experience working successfully in a diverse, multicultural environment

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:

Support the Work of Principal and Associate Principals

- Lead and serve on the building administrator's leadership team, providing knowledge and expertise about school initiatives and programs, Professional Learning Communities, and the School Improvement Goals.
- Collaborate with the Principal, Associate Principals and Curriculum Directors in the supervision and evaluation of certified and classified staff, and offers insights for the enhancement of the teaching-learning situation
- 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
- Provide high-quality leadership to coordinate and improve the student academic and support services provided to students and families on assigned caseload.
- Assist with the Section 504 planning and placement for your assigned caseload.
- Direct and manage building-wide programming as assigned by the Associate Principals and Principal. This includes but is not limited to: McKinney Vento, related services, MSAN, AVID, assessments
- Support and coordinate building safety and security during the school day and at all events.
- Understand the master schedule and assist in the development of student schedules as well as making student scheduling adjustments as needed throughout the academic school year
- Assist with facility-related issues including rentals, assemblies, locker rooms etc.
- Supervise various student events throughout the year including weekends and evenings
- Plan and lead grade-level programming, activities, assemblies, and events (curriculum night, extracurriculars, prom, graduation)
- Serve as Summer School Principal
- Supervise and evaluate classroom instruction in summer school.
- Perform all other duties or responsibilities assigned by the Associate Principals or Principal.

Oversee All Matters of Student Discipline and Safety

- Direct oversight of student behavior, attendance, and academic success for students on assigned caseload

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- Provide leadership in restorative and proactive measures and practices for student conduct and discipline.
- Conducts re-entry meetings for students suspended from school
- Provide orientation/in-service training for school security personnel in crisis intervention.
- Represent the school in dealing with the police and the courts.
- Provides and maintains appropriate communication with family and community, including law enforcement agencies and the judicial systems.
- Supervise safety and security personnel.
- Provide mediation and intervention that facilitates the resolution of discipline situations for students, teachers, non-certificated staff, and parents.

Oversee All Matters of Student Attendance

- Be responsible for student attendance: attendance recording procedures and practices, and resolving student/parents disputes concerning attendance, truancy, and absences from classes and study halls.
- Communicate with parents, teachers, and Student Services teams on student attendance.
- Investigates attendance issues
- Decides if absences are excusable under state law and board policy
- Advises students and parents on ways to improve attendance
- Oversees student attendance records to ensure all absences are adjudicated
- Compares information or data with other records for verification

Oversee Student Services Teams to Provide Appropriate Student Supports

- Assist students in establishing high standards of conduct
- Provide input as needed for student placement and evaluation
- Make referrals to other professional staff members in the District
- Advise on modification of program to meet individual student needs
- Meet weekly with Student Services teams
- Attend Review Board as needed
- Work with Student Assistance Program coordinator to develop proactive disciplinary interventions
- Coordinate and refers students to the suspension reduction program
- Assists new students with transitioning to school
- Provide leadership, knowledge, and expertise in social/emotional/behavioral and academic interventions and strategies at each tier within MTSS.
- Supervise and evaluate the activities of the school counselors, social workers, psychologists, nurses, and specific support personnel as assigned by the Associate Principals.

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

WORKING CONDITIONS: While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently

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must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of video display terminals is required.

SALARY RANGE: Target hiring range for this position will be between \$150,000 to \$170,000 per year with a comprehensive benefits package. 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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