

Community Unit School District 308

Job Description Form

Job Title: Assistant Principal For Student Services

Location: High School

Division/Department: Educational Services

Reports to: Building Principal, Executive Director of High School Instruction & K-12 Assessment

<u>Level/Grade:</u>	<u>Type of position:</u>	<u>FLSA/Bargaining Status:</u>
Certified Administrator	Full-Time 261 Day Work Year	FLSA Exempt Non-Bargaining

General Description:

The Assistant Principal for Student Services is responsible for assisting the Principal in providing school-wide leadership and performing administrative and supervisory duties as assigned by the Principal. In addition, responsibilities include coordinating all student services in compliance with federal and state regulations, Board of Education/District/Building policies and procedures, and for assisting all students to achieve social, academic, and personal success.

Duties and Responsibilities:

- Assists the principal in the overall administration and leadership of the school.
- Co-facilitates student support teams in conjunction with the Assistant Principal of Building and Operations.
- Provides oversight for the student services team consisting of the Guidance Department Chair, Guidance Counselors, Social Workers, School Psychologists, 504 Plan Coordinators, and the College & Career Center.
- Manages and coordinates testing within the building inclusive of PSAT/SAT/DLM-AA; SAT, ACCESS, ISA, AP, Accuplacer, the AAPPL, and other Local/State/National assessments as applicable.
- Oversees the construction of the building's master' schedule.
- Coordinates the provision of student programs such as: TALK, Social/Emotional Learning, Multi-Tiered System of Support, and the College and Career Center.
- Oversees the collection of College and Career Readiness data.
- Leads and implements student/staff crisis plans and procedures.
- Serves as an active member of the building's leadership team.
- Conducts evaluations of teachers and staff members as assigned by the Principal or designee.
- Participates in the recruitment, screening, assignment, and training of building staff.
- Assists with campus supervision, including supervision for evening and weekend events.
- Performs all other duties as assigned.

Qualifications:

- Valid Illinois Professional Educator License with Principal or General Administrative Endorsement
- Proven commitment to student academic, social, and emotional growth.
- Sound knowledge of best practices for high school education.
- Strong work ethic and the ability to maintain high standards of professionalism at all times.
- Demonstrated ability to perform duties under stress and produce high-quality work while adhering to strict deadlines.
- Excellent interpersonal, communication, organizational, and time management skills.
- Five years of teaching experience at the high school level, inclusive of some administrative experience.