



Job Title	Assistant Principal of Special Education
Location	Thompson Junior High
Division/Department	Diverse Learners
Reports to	Building Principal
Level	6th - 8th grade
Terms of Employment	Full-time, Certified Administrator/TRS/Exempt

General Description	<p>To support the assigned school(s) in providing leadership to develop, achieve, and maintain quality educational programs and services within the Diverse Learners Department, focusing on students' physical and social-emotional safety needs to ensure a safe, nurturing environment for academic and social-emotional success in Special Education.</p> <p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• To support the assigned school(s) in providing leadership to develop, achieve, and maintain quality educational programs and services within the Diverse Learners Department, focusing on students' physical and social-emotional safety needs to ensure a safe, nurturing environment for academic and social-emotional success in Special Education. Responsibilities may vary based on full or part-time assignment• Serves with parent, faculty and student groups as requested in advancing educational and related activities and objectives.• Performs such recordkeeping functions as the principal may direct.• Supervises teachers and departments as assigned by the principal.• Enforces the district discipline policies as established by the Board of Education as well as those mandated by the Illinois School Code and Illinois statutes• Provides accurate documentation as required in all cases affecting the safety of students and/or welfare of the school.• Assists in student orientation in regard to discipline and attendance problems.• Utilizes discipline tasks such as suspension, probation, and other in accordance with due process procedures.• Assists in staff development and evaluation activities.• Participates in the coordination, implementation, scheduling, and supervision of curricular activities.• Works with community and government agencies on problems relating to substance abuse and truancy from school.
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	<ul style="list-style-type: none">• Assists with campus supervision.• Assists in planning emergency procedures.• Assists in the evaluation of teachers as assigned by the principal.• Develops and monitors the building budget.• Coordinates the Special Education program.• Oversees building and grounds.• Oversees student activities and assists in the development of the calendar.
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Education Requirements	<ul style="list-style-type: none">• Professional Educator Leadership License with one or more of the following: Special Education Endorsement and one or more of the following endorsements: Learning Behavior Specialist, Speech and Language Pathologist, School Social Worker, or School Psychologist• Master's degree with Type 75 administrative certification.• Five year's teaching experience, one year of which should have been at the level assigned.• Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
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