



Job Title:	High School Assistant Principal of Operations
Location:	Building Site
Division / Department:	District High School Team
Reports to:	High School Principal
Level / Grade:	Certified Administrator / TRS
Type of Position:	Full - time
Hours / Work Year:	Exempt / 12 Month

Mission Statement:

Together, we empower, support, and motivate all students to thrive along their unique educational journey.

About the District:

Oswego Community Unit School District 308 is a Pre-Kindergarten to 12th grade unit school district that serves the communities of Oswego, Aurora, Joliet, Montgomery, Plainfield, and Yorkville. The District is the 7th largest public school district in Illinois and serves nearly 17,000 students. The community of Oswego, IL is 68 square miles and located approximately 46 miles west of Chicago, IL within an easy commute to all the recreational and cultural activities the city has to offer.

General Description:

Under the general supervision of the High School Principal, the Assistant Principal for Operations supports the Principal in the overall management and daily operations of the high school, helping to maintain a safe, organized, and effective learning environment. This role oversees areas including student attendance and discipline systems, building operations and safety, facility use, school events, and staff supervision and evaluation. The position also collaborates closely with district leaders, community agencies, families, and school staff to support school operations and student success.

Performance Responsibilities:

- Assist principal in the overall administration of the school.
- Support the Principal with management and oversight of building budgets.
- Manage the Facility Rental process, coordinating the building calendar for facility use and supervision.
- Oversight of student attendance and discipline programs, including supervision and support of the Dean's Office.
- Oversight of Building and Grounds operation.
- Oversight of building safety inspections and drills.
- Collaborate with the School Resource Officer, Police Department, Fire Department, and the Regional Office of Education.
- Supervision and evaluation of certified and non-certified staff.
- Support of parent, faculty, and student groups in advancing educational and related activities and objectives.
- Serve as the primary evaluator of the administrative Deans.
- Assistance with coordination of school-wide testing.

- Coordination of building events and school community communications.
- Supervision of assigned afterschool, evening and weekend activities.
- Collaborate with the Assistant Principals within the same building, at the other high school, and at the junior high schools.
- Performs all other duties as assigned.

Qualifications:

- Illinois Professional Educator License with a Principal or General Administrative Endorsement.
- Master's Degree in Education Administration.
- Hold current Illinois Teacher and Principal Evaluation certifications.
- 3-5+ years of teaching at the high school level
- Excellent interpersonal skills and a collaborative leadership style
- Demonstrate commitment to student achievement and school improvement
- Have knowledge of, or experience related to, Professional Learning Communities
- Prioritizes equity and rightful presence.

Competencies:

The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

- **Analytical Skills:** Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Identifies data relationships and dependencies. Designs workflows and procedures.
- **Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Conflict Resolution:** Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflicts.
- **Planning & Organization:** Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.
- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in the decision making process. Makes timely decisions.
- **Managing People:** Provides direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities. Makes themselves available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.
- **Teamwork:** Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts the success of the team above their own interests.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee is frequently required to reach with hands and arms, stoop, kneel,

crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Employee may experience constant interruptions and inflexible deadlines. The noise level in this environment is quiet to moderate. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

The information contained in this job description is in compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties performed by the individual holding this position may be assigned.

FLSA Status: Exempt

Bargaining Unit: Non-Bargaining

Approved Date: 5/8/2026