



Job Title:	Elementary Assistant Principal for Special Education
Location:	Building Site
Division / Department:	Diverse Learners
Reports to:	Building Principal
Level / Grade:	Certified Administrator / TRS
Type of Position:	Full - time
Hours / Work Year:	Exempt / 206 Days

**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:**

To support the Elementary School substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and service within the Diverse Learner Department by being responsible for student physical and social emotional safety needs in order to provide a safe and nurturing environment for students to achieve academic and social emotional success in all aspects of Special Education.

**Performance Responsibilities:**

- Assists the principal in the overall administration of the school; assists the principal in providing school-wide leadership and to learn the role of the principal in all aspects of Special Education.
- To help students achieve the fullest benefits from both academic and non-academic programs, services, and opportunities of the school.
- To prepare students, through personal contact with, and through services offered to, for a responsible position in society by promoting fair play, regular school attendance and self-discipline, by maintaining a climate that enhances and supports meaningful school experiences, and by developing harmonious and effective community participation in school affairs.
- Proposes schedules of classes and extracurricular activities.
- Works with department chairs and faculty in compiling the annual budget requests.
- Requisitions supplies, textbooks, and equipment, conducts inventories, maintains records and checks on receipts for such material.
- Assists in the conducting of safety inspections and safety drill practice activities.

- Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
- 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 c-curricular activities.
- Works with community and government agencies on problems relating to substance abuse and truancy from school.
- 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 helps develop the calendar.
- Performs all other duties as assigned.

### **Qualifications:**

- Illinois Professional Educator License with a Principal or General Administrative Endorsement and one of 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 in Education Administration.
- Five year's teaching experience, one year of which should have been at the level assigned.
- Experience with serving multilingual families and communities, preferred.
- Experience with the School Leader Paradigm, preferred.
- Excellent interpersonal skills and a collaborative leadership style.
- Knowledge of school improvement processes.
- Strong knowledge of curriculum, assessment, and educational policy.
- 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 self 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

**Salary Schedule:** [Compensation Scales](#)

**Bargaining Unit:** Non-Bargaining

**Approved Date:** 3/20/2026