



*Education that inspires...Opportunities for all*

# GURNEE SCHOOL DISTRICT

## 56

### **JOB DESCRIPTION:** Assistant Principal

**POSITION:** Assistant Principal

**REPORTS TO:** School Principal

### **DESCRIPTION:**

A successful Assistant Principal oversees the full operation of an elementary or secondary learning environment. This oversight includes personnel, budgeting, safety, students, and the full instructional program of the school site. The Assistant Principal is responsible for operating the school in a manner that aligns with school district policies and procedures under the guidance of the Superintendent and their designees.

### **QUALIFICATIONS:**

1. A valid Professional Educators License in the State of Illinois.
2. Proven ability to work with students with behavior challenges.
3. Ability to work with and train adults in strategies for working with at-risk populations.
4. Must be highly qualified for the subject area in which they are assigned.
5. Skilled in as a teacher leader.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **PROFESSIONAL RESPONSIBILITIES FOR ALL DISTRICT 56 EDUCATORS:**

- **District Mission and Values** – Support and contribute to the successful implementation of the Portrait of a Graduate and the completion of the 5-Year Strategic Plan.
- **District Policies and Procedures** – Professional staff should conduct themselves in a manner that aligns with policy and procedures.
- **Instructional Effectiveness and Skills** – Professional staff must continually work towards excellence.
  - Make good use of instructional materials and technology available in the school.
- **Learning Environment** – Professional staff must demonstrate their understanding that their work environment is an instructional tool for the development of students as learners.
- **Professional Relationships** – Professional staff must develop positive work relationships with colleagues, parents, community members, and students.
- **Personal Attributes** – Professional staff are expected to contribute to a healthy work environment through the manner in which they present themselves and work with others.
- **Professional Responsibilities** – All professional staff are expected to participate at both the building and district levels with various committees and special projects in support of district objectives.

- Complete all assigned tasks, communications, and paperwork in the given/appropriate timeline.
- Attend and participate in meetings at both the building and district level as required.
- Represent grade level or content teams on various committees, as needed.

**SPECIFIC POSITION RESPONSIBILITIES: Assistant Principal**

**1. Instructional Effectiveness and Skills**

- a. The assistant principal shall support the operation of the instructional program including: scheduling, implementations of programs, curriculum, instruction, and assessment.
- b. The assistant principal shall supervise the MTSS program, including the implementation of the Positive Behavior Intervention System.
- c. The assistant principal shall participate in professional development opportunities or coursework that will keep them abreast of current research and instructional strategies appropriate to the school building.
- d. The assistant principal shall assist with the completion of all required components of the evaluation system for employees assigned by the school principal.
- e. The assistant principal will be a visible presence throughout the school day and building.
- f. The assistant principal will support opportunities for collaboration amongst the staff and communication with students and families.

**2. Professional Relationships**

- a. The assistant principal will support the development of a school culture and climate conducive to a dynamic working relationship amongst staff, students, and parents by conducting themselves in an ethical manner.
- b. The assistant principal will be accessible to staff, students, and parents whenever possible. Clear and consistent communication with all stakeholders must be a priority.
- c. The assistant principal will work collaboratively with all other building and district administrators.

**3. Learning Environment**

- a. The assistant principal shall encourage and support teachers to create welcoming and warm learning environments throughout the classrooms and other building spaces.
- b. The assistant principal shall work with the district maintenance staff to create and maintain a clean and safe environment for learning and working.
- c. The assistant principal will provide supervision at evening events, concerts, and athletic competitions as arranged with the school principal. Supervision of events is a shared duty.

**4. Resources and Finance**

- a. The assistant principal should work collaboratively with the school principal to maximize available resources including staff, equipment, and materials to provide the best possible learning opportunities for students.
- b. The assistant principal supports a process that includes staff input in the hiring of new employees whenever appropriate and possible.
- c. The assistant principal utilizes the available finances with the guidance of the school principal.
- d. The assistant principal should plan and meet with the school principal in advance of each new school year to discuss the needs of their school building.

**5. Other**

- a. The assistant principal shall perform other such tasks as may be assigned from time to time by the building administration and/or Superintendent or their designee.

**Evaluation:** Performance of this position will be evaluated in accordance with provisions of the agreed upon Evaluation of Certified Personnel with the bargaining agency.