VACANCY NOTICE

Washington Academy

The following position is available for the 2020-2021 school year:

Assistant Principal - 10 month

DATE REQUIRED: July 27, 2020
QUALIFICATIONS / EXPERIENCE DESIRED: PEL with General Administrative, and LBS-1 preferred
SALARY RANGE: $55,000.00 to $70,000.00 plus TRS
APPLICATION DEADLINE: April 8, 2020

Qualified applicants should complete an online application at www.district100.com. All current employees must submit an application under “Internal Applicants” by the application deadline to be considered for this position. Please notify your current supervisor of your intent to transfer.

Human Resources Department
Belvidere Community Unit School District 100
1201 Fifth Avenue
Belvidere, IL 61008
(815) 544-8614

Posting: March 18, 2020

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status
Job Description

Position: Assistant Elementary/Middle School Principal w/ Special Ed

Reports to: Principal/Director of Special Education

Qualifications: General Administrative Endorsement and LBS-1 Endorsement

Terms of Employment: 10 months

Supervision: Certified Staff and Educational Support Personnel

Basic Function: Under the direction of the Principal, assist the Principal(s) with overall administration of the school. The Assistant Principal will serve as Principal in the absence of the regular Principal.

Performance Responsibilities:

1. **Organizational Management**-Assist Principal in duties to include but not limited to:
   a. Maintaining such records as may be necessary for measuring student progress
   b. Implementing policies, rules and regulations of the district
   c. Implementing the negotiated contract between the district and teachers.
   d. Scheduling classes.

2. **Communications Management**-Assist Principal in duties to include but not limited to:
   a. Communicating with staff through staff meetings, handbooks and other written or verbal communication as appropriate.
   b. Cooperating with parent-teacher associations and parent groups
   c. Parent communication

3. **Personnel Management**-Assist Principal in duties to include but not limited to:
   a. Supervising all personnel and the operation of the school to ensure maximum efficiency.
   b. Conducting interviews and recommending employment for prospective applicants for vacancies.
   c. Orienting new employees to building routines and procedures.
   d. Performing evaluations of certified and non-certified staff pursuant to the district evaluation plans.
   e. Assigning and assisting substitute teachers and paraprofessionals to provide the most effective programs possible.
4. **Student Management**—Assist Principal in duties to include but not limited to:
   a. Registration of all children and assign them to classes.
   b. Establishing guidelines for proper student conduct and maintain student discipline in coordination with the district policy and procedures for student discipline.
   c. Supervision of extra-curricular activities.

5. **Instructional Management**—Assist Principal in duties to include but no limited to:
   a. Providing leadership for the building by implementing the state standards and school improvement plan.
   b. Maintaining building level committees to improve instruction.
   c. Reviewing student data and adjust instructional methods and contents accordingly to meet ESSA requirements.

6. **Services Management**—Assist Principal in duties to include but not limited to:
   a. Filing reports of all serious accidents with the Assistant Superintendent of Operations or the Chief Financial Officer.
   b. Following district policy and Illinois law when excluding students from school due to a chronic or communicable infectious disease.

7. **Properties Management**—Assist Principal in duties to include but not limited to:
   a. Conducting fire and storm drills as required by the Illinois School Code, Board Policy and Administrative Procedures.
   b. Providing a safe building for students and staff
   c. Complying with Life/Safety requirements.

8. **District Wide Obligations**
   a. Serve on district committees.
   b. Participate in district wide principal meetings and other meetings as required or appropriate.

9. **Special Education**—Assist Principal in the following duties:
   a. Coordinate special education services including but not limited to referrals, testing, IEP meetings, and provision of services.
   b. Notifying the Director of Special Education or his/her designee of any concerns regarding services provided to the students.
   c. Case manage students outplaced by District 100 into Therapeutic Day placements.

10. **Financial/Business Management**—Assist Principal in the following duties:
    a. Preparing budget requisitions and compile them for approval by the Board and maintain adequate inventory records.
    b. Supervising the custody of all monies collected (book rent, gym rent, cafeteria, etc.)
11. Perform other duties as assigned by the Building Principal or Director of Special Education.

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Administrator Evaluation Plan.

Updated 4/17/2018