



ASSISTANT PRINCIPAL/DEAN OF STUDENTS

QUALIFICATIONS:

- ISBE Professional Educator License with applicable endorsement to serve as Administrator/Principal
- ISBE Professional Educator License and working toward applicable endorsement to serve as Administrator/Principal (Dean of Students)
- 2 years of prior teaching/education experience

REPORTS TO:

- Building Principal

JOB SUMMARY:

- The Assistant Principal/Dean contributes in administering and supervising the school in all phases assigned.
- FLSA Status: Exempt

RESPONSIBILITIES:

1. Provides leadership to develop and to improve the instructional programs through the school improvement process
2. Assists in organizing and in developing a school climate that promotes adequate discipline of students, rapport with teachers and an understanding of parents to facilitate an excellent learning environment
3. Administers the building discipline system
4. Assists with the supervision of the cafeteria during the lunch periods
5. Reviews and implements alternative education requirements as appropriate (junior high and high school only)
6. Attends meetings as assigned
7. Assists in the development of in-service activities for school improvement days, institute days and faculty meetings
8. Assists in the development and implementation of the school improvement process and plan
9. Supervises extracurricular and/or after-school activities as assigned
10. Supervises and evaluates staff as assigned
11. Serves as the acting principal in the absence of the Principal or Associate Principal
12. Adheres to the policies of the Board of Education
13. Understands the accounting procedures and assists with the development of the yearly budget as requested
14. Cooperates with all internal and external stakeholders to ensure the best education for all students
15. Knows and understands the provisions of the collective bargaining agreements and employee handbooks to properly administer expectations with staff
16. Devotes a minimum of 5% of the normal work day to the safety of people involved with the school system and to safeguard the buildings, furnishings, books, and apparatus contained therein from damage and insure proper care and cleanliness
17. Monitor attendance and the completion of internal and external reporting as required
18. Completes all reports and/or additional duties as assigned