

TITLE: Alternative Education Assistant Principal

QUALIFICATIONS:

- Master's Degree with training in administration, supervision, and curriculum development, preferably on the secondary, middle school and elementary level.
- Illinois State Certification with general supervisory or general administrative endorsements.
- Experience:
 - Three years or more of successful teaching, support, administrative, or supervisory experience at the high school, middle school or elementary level is required.
- Skills, Knowledge, and Abilities:
 - Ability to exert strong leadership in the field of instruction and inspire superior performance in members of the staff.
 - Ability to make firm decisions in the areas of responsibility and delegate responsibility to members of the staff.
 - Knowledge of sound secondary and elementary educational programs.
 - Ability to develop and implement educational plans and programs at the high school, middle school and elementary levels.
 - Ability to create, develop, and implement new educational programs.
 - Ability to function effectively as a member of the district's administrative team.
 - Ability and disposition to work effectively and cooperatively with pupils, parents, school personnel, and community members and agencies.
 - Ability to communicate effectively in speech and writing.
 - Ability to work effectively with Alternative School students and families.

SPECIAL REQUIREMENTS:

- Maintain valid Illinois driver's license.
- Maintain District-insurable driving record.

REPORTS TO: Deputy Superintendent

SUPERVISES:

(Directs and evaluates the work of:)

- Teachers
- Secretaries
- Custodians
- Playground and Bus Supervisors
- Teacher assistants
- Support Staff
- Security Staff

- Other staff as assigned.

IS A MEMBER OF:

- General Cabinet
- May serve on various task forces and committees as assigned.

MAINTAINS LIAISON WITH:

- All members of central administration
- All members of general cabinet

JOB GOAL:

To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

(The following are the essential fundamentals to include but not limited to the following job duties.)

- Administers Board Policies, Administrative Regulations, and Board-Employee Agreements at the school building level.
- Directs, guides, and coordinates the total instructional program.
- Maintains a healthy educational climate, together with good student discipline.
- Encourage parents to work cooperatively with the school.
- Cooperates in the review and evaluation of the instructional program.
- Provides leadership in initiation of pilot projects and innovative programs.
- Makes recommendations, together with the Deputy Superintendent, for the employment, promotion, and dismissal of teachers and assistants to the Director of Human Resources.
- Assists teachers in the improvement of their teaching techniques through the use of visitations, evaluation instruments, and in-service training.
- Encourages staff and student responsibilities through their participation in the development and execution of school procedures and policies.
- Encourages professional study and growth by members of the staff.
- Encourages teaching staff to full utilization of community resources.
- Maintains morale of staff and students.
- Maintains good school-community relations, outlines and interprets the school program to students and parents.
- Supervises or assigns organizations and administration of school activities and student clubs.
- Preparation, administration, and interpretation of the school budget to the staff.
- Preparation of federal, state, and Board reports as required.
- Preparation of teacher and pupil assignments and schedules.
- Supervision of the physical plant.
- Conduct staff meetings as required for the proper functioning of the school.

- Adopts procedures for school personnel to report dangerous practices, accidents and unsafe conditions to the school office as they become known, and communicates these procedures to appropriate personnel.
- Institutes a program of regular inspection of buildings, grounds, facilities, and equipment to uncover hazards and dangerous conditions.
- Takes steps to promptly eliminate, repair or correct defects or deterioration of, removes obstructions from, and cleans the school building and grounds.
- Trains personnel to be safety conscious.
- Develops reasonable regulations for pupil traffic in corridors, on stairways and elsewhere on school premises.
- Provides adequate supervision for field trips and other educational activities away from the school.
- Provides adequate supervision to play areas and other areas in the school and on school grounds where pupils congregate during school hours.
- Safety and well-being of students and staff, conduct fire drills, disaster drills, lunchroom and playground supervision, and guidance of students.
- Requisition books, equipment, and supplies necessary for the school operation.
- Responsible for all fees and/or revenues collected at building level.
- Other work related duties as assigned.

TERMS OF EMPLOYMENT:

Salary is based upon the salary schedule established by the board 200 days per year

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of administrative personnel.

PHYSICAL DEMANDS:

Handle work which deals mostly with people, objects, equipment in a general setting; depth perception and field of vision are important. Employee regularly is required to bend, stoop, twist, turn, reach, lift (up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each shift. Employee must recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; ability to differentiate tones and volumes in conversation.

MENTAL DEMANDS:

Administrator must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Administrator must be prepared to handle accidents and emergencies at any time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Administrator will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the Administrator will have to supervise, or make sure students are supervised at all times.