



LANSING SCHOOL DISTRICT #158 ASSISTANT PRINCIPAL

JOB SUMMARY:

A Lansing District 158 assistant principal is responsible for facilitating the day-to-day requirements of the school. Ensuring the safety of students, as well as fulfillment of federal and state student and teacher performance guidelines. This leadership position includes interactions with students, teachers, other administrators, board members, and parents. While days are fast-paced and often unpredictable, the assistant principal has a meaningful and influential role in educational environments.

DUTIES AND RESPONSIBILITIES:

- Successful experience as an educator
- Demonstrated leadership dedicated to building and supporting parent, student, staff, and community relationships
- Highly focused on student learning while nurturing and sustaining a reflective school culture based on high expectations and continuous learning
- Ability to cultivate a shared vision that results in powerful teaching and learning for all students.
- Strong character, impeccable integrity, and firmly held ethical beliefs
- Effective interpersonal and leadership skills, strong written, verbal, and listening skills
- Ability to work cooperatively with multiple constituencies
- Proficiency with administrative and instructional applications of technology
- Thorough understanding of excellent teaching and learning practices, educational law, RtI, PBIS, IDEA, PERA Joint Committees and data informed decision-making
- Participates in faculty and Administrator meetings, educational conferences, in-service opportunities, workshops, and other training seminars
- Maintains knowledge of research, developments, and best practices in education
- Performs related tasks such as sponsoring student activities or organizations
- Performs other related duties as assigned

REQUIRED SKILLS:

- Strong supervisory and leadership skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills with a proven ability to maintain professionalism and tact in high-stress situations
- Excellent organizational skills and attention to detail
- Creative analytical and problem-solving skills
- Proficient with Microsoft Office Suite or related software

EDUCATION AND EXPERIENCE:

- Masters degree or higher in Education or related subject required.
- Illinois PEL with General Administrative or Principal Endorsement

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer or standing to teach.
- Prolonged periods of standing during supervision.
- Demonstrate regular on-site attendance.
- Ability to lift up to 20lbs.

FLSA Status: Exempt

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or position supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Lansing School District #158 is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.