

# Maywood-Melrose Park-Broadview School District 89

## Assistant Principal – Middle School

### THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES

- Qualifications:**
- Valid Illinois Professional Educators Licensure – General Administrative Endorsement
  - Master’s Degree or Higher
  - Minimum five years successful experience in the educational field;
  - Documented knowledge of district and school data and the ability to analyze and synthesize said data;
  - Must possess knowledge of effective practices including principles, theories, procedures and techniques used in lesson plan development and research based best practices to raise student achievement and improve teaching practices;
  - Such alternatives as the Board of Education may find appropriate and acceptable
- Reports To:** Principal, Directors and/or the Superintendent
- Location:** District 89 Elementary School TBD
- Terms of Employment:** 12 month position - Salary to be determined by the Board
- Job Goal:** District 89 Assistant Principals are instructional leaders promoting success for all students.
- Duties and Responsibilities:**
- Assists the Principal in promoting the success of every student by facilitating the development, articulation, implementation and stewardship of a vision of teaching and learning that is shared and supported by the school community.
  - Assists the Principal in promoting the success of every student by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
  - Assists the Principal promoting the success of every student by ensuring the management of the organization, operations and resources for safe, efficient and effective learning environment.
  - Assists the Principal in promoting the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs and mobilizing community resources.
  - Assists the Principal in promoting the success of every student acting with integrity, fairness and in an ethical manner.
  - Assists the Principal in promoting the success of every student by understanding, responding to and influencing the political, social, economic, legal and cultural context;
  - Preserve the confidentiality of all students, parents and employees;
  - Performs such other duties and assume such other responsibilities as may be assigned by the Superintendent and/or District Directors to meet the particular needs of the school.
- Essential Functions:**
- Ability to lead and manage multiple personnel and tasks;
  - Ability to speak in a clear and concise manner;
  - Ability to prioritize and delegate;
  - Ability to organize and maintain efficiency
  - Ability to work Independently and effectively
  - Ability to meet daily attendance requirements
- Evaluation:**
- Performance of this position will be evaluated by the School Principal in accordance with the Board’s policy on “Evaluation of Professional Personnel.”