

Norrridge School District 80

Assistant Principal Job Description – DRAFT



Contract Length: 200 School Days

Reports To: Building Principal and Director of Student Services

Description: The Assistant Principal supports the Principal and Director of Student Services in the overall administration of the school, with a primary focus on developing, coordinating, and strengthening student services to ensure that all students' academic, behavioral, social-emotional, and special education needs are effectively met. This position plays a key role in building systems that promote student success, equity, and access to appropriate supports.

Management

- Attend all building Individualized Education Program (IEP) annual review meetings.
- Attend and assist with Special Education Committee and departmental meetings.
- Support the Director of Student Services in planning and facilitating committee and department meetings.
- Chair building-level student services team meetings.
- Chair grade-level special education collaboration meetings to ensure alignment of supports and services.
- Oversee all preschool initial evaluations and screening processes to ensure timelines and procedures are followed.
- Collaborate with special education teachers, when appropriate, to review student data and assist in the development of meaningful and measurable IEP goals.
- Monitor and review all annual IEP documents at least five (5) days prior to scheduled meetings and provide timely feedback to case managers to ensure legal compliance.
- Case Manager of 504 Plans.
- Provide ongoing support, guidance, and problem-solving assistance to special education staff as needed.
- Serve as a liaison between families and special education services to support communication, understanding, and resolution of concerns.
- Provide guidance and support to special education self-contained classrooms to ensure they operate effectively and meet students' individual needs.
- Coordinate and oversee the building's student services meeting schedule in collaboration with the department administrative assistant.
- Provide support to staff with the district's special education software.
- Monitor the use, availability, and accuracy of all required special education forms and materials.
- Perform other duties as assigned by the Principal or Director of Student Services.

Instructional Leadership

- Implement district policies, procedures, and regulations at the school level and ensure consistent adherence by staff and students.
- Develop, monitor, and evaluate programs and initiatives that promote a positive school culture and climate for all students and staff.
- Assist the Principal in providing instructional leadership related to the planning, implementation, supervision, and evaluation of the school's educational program.
- Communicate effectively with students, staff, families, and community members using a variety of methods and platforms to maintain transparency and strong relationships.
- Use student achievement, behavioral, and program data to inform decisions related to curriculum, assessment, instruction, and school improvement planning.

- Develop, coordinate, and oversee procedures for crisis response, emergency preparedness, and required safety drills in accordance with district and state guidelines.
- Attend and support after-school and evening events, meetings, and activities as requested by school administration.
- Conduct supervision and evaluation of special education paraprofessionals in accordance with district procedures and timelines.
- Perform other duties as assigned by the Principal or Director of Student Services.

Education and Licensure

- Bachelor's degree from an accredited institution.
- Master's degree in educational leadership, Administration
- Valid Illinois State Board of Education Professional Educator License (PEL) with General Administrative Endorsement.