



Posen-Robbins School District 143 ½

JOB DESCRIPTION

TITLE: ASSISTANT PRINCIPAL

PURPOSE STATEMENT

The position of Assistant Principal has been established to use leadership, supervisory, and administrative skills in assisting the principal to promote the educational development of each student, smooth operation and management of the building, and recommend policy changes that affect building operations.

REPORTS TO

Building Principal

ESSENTIAL FUNCTION

Supervise and evaluate certified and non-certified staff as directed by the principal.

JOB RESPONSIBILITIES

- Assists the Principal in the overall administration of the school.
- Serves as principal in the absence of the regular Principal.
- Assists in identifying, recommending, and supervising initiatives in curriculum, staff development, instructional improvement, and assessment.
 - Assists in the development and implementation of curriculum goals and learning outcomes related to Illinois State Standards
 - Assists in the planning and implementation of instructional improvement activities related to learning outcomes.
 - Assists in development and implementation of staff development activities.
- Assists in the development and supervision of programs that maintain a positive learning environment.
 - Monitors compliance with contractual agreements
 - Develops and implements initiatives for recognition of students and staff.
 - Maintains a plan for administrative accessibility for staff, students, and parents.
 - Recommends and implements concepts which improve student behavior.
 - Monitors the provision of a safe and clean educational environment.
 - Develops strategies and participates in the shared decision-making of the district's strategic plan and school improvement plan.
- Assists in the supervision and evaluation of staff.
 - Assists in the hiring, nurturing, remediation, and termination decisions of staff.
 - Performs evaluations on certified and non-certified staff as directed by principal.
- Assists in developing and implementing building budget.
- Assists in the management of school operations.
- Assists in the implementation of the district/school discipline and attendance policies and procedures.

- Ensures the consistent implementation of discipline and attendance policies.
- Maintains a high visibility to ensure a climate conducive to learning and teaching.
- Assists in the monitoring of the Special Education Program and staff.
 - Participates in the building intervention referral process.
 - Assists in monitoring compliance with district, state, and federal rules and regulations.
 - Participates in Special Education conferences at direction of Principal.
- Supervision duties as needed.
 - Hallways
 - Classrooms
 - Lunchroom
 - Before and after school
 - Designated outside and indoor activities
- Meets regularly with Principal to review activities as specified.
- Assumes responsibility for his/her own professional growth.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

- Professional Educator License w/ a General Administrative/Principal endorsement
- Prior administrative / teaching experience as requested by the Board of Education and Superintendent.

TERMS OF EMPLOYMENT

This is an eleven-month position. Salary is established by the Board of Education.

EVALUATION

Performance of this job will be evaluated by the building principal or district administration in accordance with established procedures for administrative evaluation.