



Rock Island-Milan School District 41

JOB DESCRIPTION

Junior High School Assistant Principal

POSITION INFORMATION:

POSITION TITLE	Junior High School Assistant Principal
DATE CREATED or AMENDED	March 20, 2023/April 27, 2026
DEPARTMENT	Superintendent
LOCATION	District
FULL-TIME/PART-TIME	Full-Time
APPOINTMENT TERM	210/days
FLSA: EXEMPT or NON-EXEMPT	Exempt
REPORTS TO: TITLE of POSITION SUPERVISOR	Junior High School Principal
OTHER INFORMATION	Salary: \$106,353-\$126,126

POSITION SUMMARY INFORMATION:

Under the Principal’s direction, the Junior High School Assistant Principal is responsible for the school's performance and operations. The Junior High School Assistant Principal’s primary focus is improving instruction and ensuring academic success for all scholars. The Junior High School Assistant Principal supports research-based teaching methods, ensures safety, monitors scholar achievement, promotes family engagement, assists in managing the budget, hires and evaluates staff, and oversees building operations.

Functions and Responsibilities:

Instructional Leadership

In collaboration with and under the guidance of the Principal, the Assistant Principal:

- Leads all staff in a continuous effort to improve the educational programs of the school.
- Oversees the planning and implementation of orientation and professional development programs for all staff.
- Provides leadership that ensures curriculum is consistent with State and District standards, challenges scholars through rigor and relevance, and utilizes relevant assessments to determine where learning has occurred and re-teaching is required.
- Leads and supports the implementation of MTSS systems to ensure equitable access to instruction, targeted interventions, and alignment of resources to meet the academic and behavioral needs of all scholars.
- Conducts regular formative observations of teachers and staff.
- Knows and is able to identify best instructional practices, and provides coaching in the use of effective instructional strategies.
- Assesses the educational achievement of scholars in relation to their learning potential.



Rock Island-Milan School District 41

- Facilitates a building leadership team that focuses on the improvement of teaching and learning for all scholars.
- Leads and supports the development of the master schedule.

School Improvement

In collaboration with and under the guidance of the Principal, the Assistant Principal:

- Facilitates the development of teacher capacity within grade-level teams and curricular departments to function as effective groups with action plans to accomplish specific scholar achievement goals.
- Guides grade-level teams and departments in the development of common formative and summative assessments related to learning targets, stressing the appropriate use of each and working with teachers to analyze results to improve scholar achievement.
- Facilitates dialogue with staff on effective grading practices, with particular emphasis on how teachers can adapt grading practices to meet the overall district goal of having grades be a meaningful representation of what scholars know and are able to do based on established learning targets.
- Facilitates and participates in the design and implementation of a problem-solving process that includes a specific and purposeful emphasis on data collection and Multi-Tiered Systems of Support (MTSS).
- Facilitates a decision-making process in which the group develops essential outcomes related to the school's report card strategies, learning targets, common formative and summative assessments, instructional pacing guides, and differentiated instructional strategies.

Personnel Management

- Recommends to the Principal the employment, assignment, promotion, and dismissal of all instructional and non-instructional personnel.
- Supervises and is responsible for implementation of the evaluation plan and procedures for assigned staff.
- Resolves faculty and staff interpersonal conflicts in accordance with District policy and in a manner designed to foster cooperation among staff members.

Management of Fiscal, Administrative, and Facilities Functions

- Facilitates the development of the school and departmental budgets under the leadership of the Principal and monitors monthly departmental budgets.
- Develops and monitors a system to manage facilities in collaboration with the Principal and the District's Operations and Maintenance Department.

Student Management

- Maintains an orderly and safe atmosphere in the school(s).
- In collaboration with the Principal, develops and monitors a school behavior plan that emphasizes best-practices in Social Emotional Learning (SEL) and Restorative Practices that align with the Code of Conduct.



Rock Island-Milan School District 41

School and Community Relations

- In collaboration with the Principal, develops and implements programs designed to facilitate family and community awareness of school activities, policies, procedures, and scholar achievement.
- Regularly represents the school at school and community functions.
- Maintains effective working relationships with governmental agencies and institutions that partner with the school, as directed by the Principal.
- Facilitates and sustains open dialogue with families to maximize family involvement in all aspects of the educational process, including improvement of instruction, school climate, athletics, and extracurricular activities.

Supervisory Responsibilities

- Supervise teachers and support staff as assigned by the Principal.
- Supervises external partners assigned to the junior high school (resource officers, volunteers, etc.).
- Supervises extracurricular activities as assigned by the Principal.

Required Education:

- Master's Degree in Administration
- Doctorate Degree, preferred

Required Qualifications

- Minimum of three (3) years of successful teaching experience

Preferred Qualifications:

- Experience as an school-based administrator or other administrative position
- Experience as a secondary teacher

Certifications and Licenses:

- Professional Educators License (PEL)
- General Administrative or Principal Endorsement



Rock Island-Milan School District 41

Physical Demands/Work Environment:

The usual and customary methods of performing the job’s functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgements:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

Supervisor Signature

Date

Employee Signature

Date