

Thornton Township High School District 205

Assistant Principal

TITLE: Assistant Principal

REPORTS TO: Building Principal

DEFINITION:

- ✓ Participate in curriculum and instructional improvement activities.
- ✓ Responsible for selected management activities.
- ✓ Reports to the building principal.
- ✓ Content Leaders, School Improvement Teams, and classified personnel report to the assistant principal as determined by the principal.

POLICY

RESPONSIBILITY: Demonstrates thorough understanding of and, at all times, conducts themselves in accordance with applicable Board of Education policy provisions.

Recommends new Board policies and Board policy changes relative to assigned responsibilities.

QUALIFICATIONS:

- ✓ High school teaching experience
- ✓ Current Illinois high school teaching license
- ✓ Master's Degree from an accredited college or university
- ✓ Type 75 Certificate (General administrative or superintendent endorsement)
- ✓ Prior supervisory experience preferred.
- ✓ Completion of all PERA modules.

COMPENSATION This position is considered exempt from *Fair Labor Standards Act* ("FLSA") overtime requirements and does not fall within any collective bargaining unit.

EXPECTATIONS:

- ✓ Participation in District sponsored or other Professional Development Leadership Activities and experience.
- ✓ Demonstrated leadership on/in various District and/or building committees, programs, and activities.

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KEY FUNCTIONS:

A. Curriculum and Instructional Improvement

A/R: Assist in identifying, recommending, and supervising initiatives in curriculum, staff development, and instructional improvement assessment.

Representative Activities

1. Assist in the development and implementation of curriculum goals and learning outcomes.
2. Assist in the planning and implementation of instructional improvement activities related to learning outcomes.
3. Assist in the development and implementation of staff development activities.
4. Perform and monitor activities related to instructional improvement.
5. Supervise and evaluate curriculum/instruction activities of division leader and special education department chairpersons.

B. School Climate

A/R: Develop, supervise and maintain a positive learning environment.

Representative Activities

1. Design methods to provide high expectations and performance of administrators, staff, and students.
2. Demonstrate knowledge of all District collective bargaining agreements and how to implement their applicable terms on a daily basis.
3. Demonstrate knowledge of all applicable Board of Education policy provisions.
4. Develop and implement initiatives for recognition of students and staff.
5. Maintain and plan for administrative accessibility for staff, students and parents.
6. Recommend and implement concepts which improve student behavior between and among students and staff.
7. Monitor and provide a safe and clean educational environment.
8. Develop strategies and participate in the District's goals of shared decision-making and collegiality.

C. Personnel

A/R: Supervise and evaluate staff.

Representative Activities

1. Participate in all employment-related tasks, including, but not limited to, the discipline, remediation and termination of staff members.
2. Develop and implement strategies that encourage and sustain staff involvement with the total school environment.
3. Perform summative teacher and educational support personnel evaluations.
4. Independently investigate allegations of student and staff misconduct, and prepare thorough written reports regarding same. All investigations must be conducted in accordance with District collective bargaining agreements and Board of Education policy provisions.

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D. Budget

A/R: Assist in developing and implementing building budget.

Representative Activities

1. Direct the development of department budgets.
2. Recommend and present budgets for assigned areas.
3. Supervise building budget compliance and take proactive action(s) to remedy any observed noncompliance.

E. Management of School Operations

A/R: Perform those Key Functions and responsibilities as designated by principal.

Representative Activities

The following are the Key Functions that may be assigned by the principal to individual assistant principals.

Athletic Program

A/R: Supervise, evaluate and oversee all aspects of school's athletic program and its coaches' performance.

Representative Activities

1. Develop and monitor procedures which encourage student participation in the athletic program.
2. Develop and monitor programs that enhance student leadership qualities.
3. Supervise and direct the athletic department, including, but not limited to, the following:
 - a. Prepare a budget for the athletic program and monitor all athletic program expenditures, and proactively take measures to ensure budgetary compliance.
 - b. Schedule all team calendars, including the use of facilities for practices and games.
 - c. Demonstrate knowledge of and is able to implement all aspects of the District #205 Athletics Code of Conduct.
 - d. Evaluate all building coaching personnel.
 - e. Recommend selection and retention of coaching personnel to the building principal.
 - f. Educate coaching personnel on all IHSA policies, rules, and regulations.
 - g. Ensure activities and coaches follow the policies, rules, and regulations of the conference and the ISHA.
 - h. Develop composite schedule for each sport and disseminate schedules to building administrators and local newspapers.
 - i. Prepare rosters for distribution.
 - j. Ensure that all athletes complete physical examinations as required by IHSA.
 - k. Coordinate arrangements for officials to ensure coverage for all home games.
 - l. Schedule all necessary transportation for practices and games.
 - m. Be present and supervise most home athletic contests.

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Co-Curricular Activities

A/R: Supervise all co-curricular activities.

Representative Activities

1. Oversee the development and monitoring of the procedures which encourage student participation in co-curricular activities.
2. Supervise the student activity coordinator.
3. Develop programs which enhance student leadership qualities.

Master Schedule

A/R: Develop and manage the implementation of the master schedule.

Representative Activities

1. Coordinate course registration of students.
2. Supervise the work of the counselors and Division Leaders in the completion of their scheduling responsibilities.
3. Coordinate all data processing activities.

Special Education

A/R: Supervise the Special Education program and staff.

Representative Activities

1. Monitor compliance with district, state and federal rules and regulations.
2. Monitor compliance with policies and procedures related to Cooperative Agreements.
3. Participate in staffing which may result in alternate/outside placements.
4. Collaborate with Director of Special Services and other staff to ensure specialized services are implemented accordingly.
5. Coordinate and participate in IEP staff, annual reviews and facilitates the completion of student documentation.
6. Monitor all 504 Plans.
7. Support teachers in developing and implementing RTI plans for all Tiers.

Student Discipline

A/R: Supervise the implementation of the District's student discipline and attendance policies and procedures.

Representative Activities

1. Demonstrate knowledge of all aspects of Senate Bill 100 and the District's student discipline policies and related handbook provisions.
2. Ensure the consistent implementation of district discipline and attendance policies, including, but not limited to, all applicable aspects of Senate Bill 100.
3. Participate in staffing which may result in alternate/outside placements.
4. Maintain a high visibility in order to ensure a climate that is conducive to learning and teaching.
5. Monitor, supervise and coordinate security personnel.

*All other duties as assigned.