

# Thornton Township High School District 205

## Assistant Principal

**TITLE:** Assistant Principal

**DEFINITION:**

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

**POLICY**

**RESPONSIBILITY:** Recommends policies and policy changes relative to assigned responsibilities and carries out district policies using the Interstate School Leaders Licensure Consortium (ISLLC) Standards.

**QUALIFICATIONS:**

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

**EXPECTATIONS:**

- ✓ Participation in District sponsored or other Professional Development Leadership Activities and experiences including but not limited to "Shared Leadership" and the District 205 Leadership Academy.
- ✓ Previous leadership experience in various District or building committees, programs and activities
- ✓ Professional Portfolio based on the Interstate School Leaders Licensure Consortium (ISLLC) standards

**KEY FUNCTIONS:**

**A. Curriculum and Instructional Improvement**

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

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### 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. Assist in the supervision and evaluation of curriculum/instruction activities of 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. Monitor compliance with contractual agreements.
3. Develop and implement initiatives for recognition of students and staff.
4. Maintain and plan for administrative accessibility for staff, students and parents.
5. Recommend and implement concepts which improve student behavior between and among students and staff.
6. Monitor and provide a safe and clean educational environment.
7. Develop strategies and participate in the District's goals of shared decision-making and collegiality.

### **C. Personnel**

A/R: Assist in the supervision and evaluation of staff.

### Representative Activities

1. Assist in employment, discipline, remediation and termination.
2. Develop and implement strategies that encourage and sustain staff involvement with the total school environment.

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3. Perform summative evaluations.
4. Participates with staff in formative process activities.

#### **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 budget compliance.

#### **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 assigned by the principal to individual assistant principals.

##### **Athletic Program**

A/R: Supervise athletic program.

##### Representative Activities

1. Assist in the development and monitoring of the procedures which encourage student participation in the athletic program.
2. Supervise the athletic director.
3. Assist in developing programs which enhance student leadership qualities.

##### **Comprehensive School Reform Program Components**

A/R: Develop and supervise Comprehensive School Reform Program Components

##### Representative Activities

1. Identify the student population eligible for NCLB.
2. Conduct an annual needs assessment.
3. Develop a program to meet the needs of identified students.
4. Supervise and monitor NCLB programs and personnel.

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### **Co-Curricular Activities**

A/R: Supervise all co-curricular activities.

### **Representative Activities**

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

### **Guidance Services**

A/R: Supervise guidance programs and counseling staff.

### **Representative Activities**

1. Supervise counselors in their implementation of school policy as it relates to guidance.
2. Assist in the development of all guidance initiatives.

### **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 department chairpersons 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 specialize services are implemented according.

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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 discipline and attendance policies and procedures.

**Representative Activities**

1. Monitor, supervise and coordinate the activities of the deans.
2. Ensure the consistent implementation of district discipline and attendance policies.
3. Participate in staffing which may result in alternate/outside placements.
4. Monitor the identification of students with special needs and the provision of appropriate services.
5. Maintain a high visibility in order to ensure a climate that is conducive to learning and teaching.
6. Monitor, supervise and coordinate security personnel.