



JOB DESCRIPTION

SCHOOL DISTRICT U-46

HUMAN RESOURCES

Position / Title: Assistant Principal – Middle School	
Bargaining Unit: ADM	Department/Location: Office of Schools
Calendar Days: 260	Reports To: Building Principal
JD Revision Date: 11/2025	Supervises: Teachers & Support Staff

Function / Position Summary

The middle school assistant principal has a relentless focus on establishing conditions for learning that supports student and staff success. This includes leading teams that support core instructional practices aligned to social-emotional and content standards. The assistant principal works collaboratively with the principal, students, parents, and staff toward improved academic and social-emotional growth, as well as student/family engagement. They will model consistent communication and interpersonal behavior to foster partnerships; promote and maintain proper student behavior in alignment with the District priorities, Student Code of Conduct and Network/school goals, rules, and regulations; and oversee student services and extra-curricular activities. Participation on district committees is required. Working hours may extend into the evenings and weekends. Some travel required.

Job Duties / Responsibilities

- Serve as an extension of the Principal, supporting the focus on the school's continuous improvement goals, including but not limited to, student-led academic teaming as the primary core instructional practice that will elevate teacher practice and student achievement.
- Lead, develop, and support the implementation of building systems for improvement, including working on conditions for self-regulation and agency; core instruction; collaboration; curriculum and assessment; data for improvement/interventions; and leadership.
- Conduct learning visits utilizing formal and informal data collection tools to inform teacher coaching and feedback.
- Support the development, implementation, and monitoring of the school's continuous improvement plan to ensure action plans are being followed and desired results are attained.
- Engage in professional learning opportunities as required by the Principal, MS Executive Director and/or District U- 46, including, but not limited to, attending Culture and Climate and LEA meetings as required by the District.
- Develop, lead, facilitate, and/or support professional learning at the site with staff and parents.
- Trains the crisis team and building staff in verbal de-escalation, timeout, and holds techniques, restorative practices, and/or trauma informed care in alignment with ISBE and District guidelines.
- Lead the planning, staffing, communication, and implementing of Middle school transition activities, including Middle School Experience.
- Lead all planning and implementations aspects of summer school (when the school is assigned as the host).
- Maintain proper student conduct in the building, on the school grounds, and on the buses, to develop and maintain a positive and safe learning environment.

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- Interview, supervise, and evaluate all staff in collaboration with the principal, both certified and non-certified, within the established appraisal process and timeline, ensuring best practices in the related programs.
- Promote the use of the behavioral components of Restorative Practice techniques and conferences
- In collaboration with the Principal, lead and support Multi-Tiered Systems of Supports (MTSS) Teams (across the three Tiers) to effectively provide intervention.
- Supervise daily student attendance and monitor the procedures of the attendance office to ensure compliance of mandatory attendance laws and increase student attendance patterns, particularly in decreasing the percent of students who are chronically absent.
- Promotes a positive school climate by leading efforts to support student behavior, discipline systems, restorative practices, and school-wide attendance initiatives in accordance with state and Board policy.
- Organize and communicate the discipline process with building staff and offer feedback to staff, parents and students for discipline events; collaborate and consult with the Culture and Climate and Safety Office as needed.
- Provide the supervision necessary for participants and spectators during after-school and evening extracurricular activities.
- Lead and/or assist in the organization of before/after school family and community engagement activities with staff, students and community.
- Consult with parents, staff, district personnel, community, and individual students to ensure that each student is placed in an individualized program that best meets his/her identified needs.
- Coordinate the day-to-day supervision and operation of the school with the principal, or in the principal's absence, to ensure the efficient operations of the building and educational programs.
- As established by the District, assume LEA responsibilities, including, but not limited to, attending initial Eligibility Determination meetings, supporting students with IEPs and 504 plans, and ensuring state and federal compliance.
- Schedule the instructional programs, students, staff, and classrooms, including coordination efforts to streamline the registration process.
- Assist in the development and maintenance of student and staff schedules.
- Other duties as assigned.

Education

- Professional Educator License (PEL) with General Administrative or Principal Endorsement.
- Performance Evaluation Qualifications (Teachers) required.
- LBS1 endorsement preferred
- Bilingual Spanish/English (verbal & written) preferred.

Experience / Knowledge

- A minimum of three (3) years' experience as an administrator preferred.
- Three (3) years of successful teaching experience, preferably in grades 6, 7 and 8.

Physical Demands

- Ability to lift up to 30 lbs. with proper technique.

Terms of Employment

- This position has a 12-month work year. Salary and benefits as established by the Board of Education.



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Employee Signature: _____ **Date:** _____