



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

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Assistant Principal

Primary Function

Assist the principal in the management, organization, safety, supervision and educational leadership of the school. The assistant principal assumes the administrative leadership of the school in the absence of the principal.

Organizational Relationships

The Assistant Principal reports directly to the Building Principal and the Superintendent.

Qualifications

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment.
- Completed all modules of the ISBE Teacher Evaluation training
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain supportive, collaborative public, student, and coworker relationships.
- Ability to physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Ability to handle all district information with confidentiality

Performance Responsibilities

1. Assists the principal in matters relating to the supervision and evaluation of the instructional program; the development and implementation of related programs; and the utilization and care of the buildings.
2. Assists in the implementation of the teacher evaluation program, supervising school staff as assigned by the building principal.
3. Assists in planning for and supporting the professional development of teachers and staff.
4. Assists the principal in monitoring compliance with federal, state, and local mandates, guidelines related to local and state testing programs, and the local special education program.
5. Oversees that coordination and administration of state and local academic testing.
6. Facilitates the development and maintenance of a safe, positive learning environment and supports students who experience difficulty meeting behavior expectations.

7. Collaborates with teachers, parents, and students in resolving behavioral concerns and coordinating support services.
8. Collaborates with stakeholders and utilizes available resources to support the needs and foster the strengths of the school community.
9. Assists in the selection and assignment of school personnel.
10. Coordinates the development and implementation of the problem solving process, through the MTSS team.
11. Coordinates attendance procedures for monitoring absences, tardiness and truancy. Supports students with attendance concerns by working with parents, teachers, and related service staff.
12. Assists in coordinating coverage for classes, when necessary.
13. Secures and supervises extra duty personnel (bus, cafeteria, recess, etc.).
14. Assists with the coordination and support of specialized programming, such as 504 plans, special education, English learners, and related services.
15. Performs other duties and assumes other responsibilities as assigned by the Principal and/or Superintendent of Schools.

Terms of Employment

12-month position (260 work days) from July 1st to June 30th with twenty (20) vacation days.

Performance Evaluation

Performance of this job will be evaluated in accordance with the Administrator Evaluation Plan.