

**SCHOOL DISTRICT 27J
CERTIFIED JOB DESCRIPTION**

Job Title: Assistant Principal, Bright Beginnings

Last Modified: April 2022

Work Year: Administrative

Department: Special Education Department

Reports To: Early Childhood Coordinator

Position Summary: The Assistant Principal will serve as the special education instructional leader in planning, coordinating and implementing the Intensive Flex Preschool Program (IF) which serves students with severe to profound disabilities. Additionally, the assistant principal will support the Integrated Preschool Program, including curriculum, instruction and assessment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists to lead the school vision, mission, and strategic improvement.
2. Assists to distribute leadership to inspire change and support of an empowered school culture.
3. Provide observation, feedback and consultation services to preschool teachers in integrated preschool classrooms with potential IF placements to promote quality instructional programming and practices for students with disabilities.
4. Ensures the delivery of high quality data-driven instruction to all students by monitoring implementation of professional development in classrooms.
5. Provides instructional leadership grounded in special education best practices through professional development, coaching conversations, and professional learning communities to ensure high standards of instructional services to promote student educational development and achievement.
6. Assists in coordination of school safety plans and building operations.
7. Assists in hiring, development, supervision, evaluation, and dismissal of staff.
8. Assists in creation of master schedule & student assignments.
9. Coordinates and assists student discipline at all levels including assuming the responsibility for collecting data and drafting reports relating to discipline and attendance.
10. Assists in financial planning and budgeting.
11. Communicates with and between all staff and community stakeholders.
12. Engages family and community involvement.
13. Maintains good relationships with students, parents, and staff members.
14. Embraces diversity and acts in a manner that is respectful and inclusive of the variety of families, students and community members which the school and district work to serve.
15. Effectively and efficiently completes all assignments designated by the building Principal.
16. Regularly attends meetings both during and outside of the school day, as required by nature of the position and commitment, including district and building level committees.
17. Implement and monitor school-wide behavioral expectations and policies including monitoring attendance trends and interventions, address safety and welfare issues by holding meetings with parents, investigating incidents, documenting findings, contacting proper authorities and conforming to legal requirements and regulations.
18. Supervise employees by assigning and directing work, interviewing, evaluating performance, disciplining, and resolving issues.
19. Implement instructional and assessment strategies by collecting and analyzing student achievement data, and facilitating discussions among teachers and staff.

QUALIFICATIONS:

- Required: Master's Degree in Special Education related field
- Required: Minimum of 5 years teaching experience with preschool, SSN or Center Based level.
- Required: Special Education Administrative license or Principal license
- Preferred: expertise in the use of technology and its integration within the classroom.
- Preferred: Instructional Coaching experience.
- Experience in elementary or middle school education and experience working with at-risk students and second language learners, with both classroom instruction and administrative experience.
- Demonstrates effective mediation and problem solving abilities.
- Demonstrates effective oral and written communication skills.
- Demonstrates experience and competency in the IEP process.

EQUIPMENT USED: Telephone, computer device and related software, facsimile machine, copiers, printers, audio/visual equipment and other business related equipment.

PHYSICAL REQUIREMENTS:

Ability to:

- grasp and manipulate office equipment and other similar tools and equipment.
- communicate regularly. (Speech/Hearing)
- remain stationary and mobile for extended periods of time. (walking, standing, use of hands to finger, reach, stoop, kneel, crouch, or crawl), lift and/or move 50 pounds.
- distinguish small objects at near distances.

MENTAL REQUIREMENTS:

- Ability to compare, analyze, synthesize, and evaluate data and information and relies in on interpersonal skills when working with employees, students, parents, and community members.
- Ability to communicate, coordinate, facilitate, instruct, compute, compile, and negotiate in small and large group settings.
- **ENVIRONMENTAL CONDITIONS:** The majority of this position's duties are performed inside. Position has little exposure to mild/adverse weather for outside safety/ supervision as required. There is little to no exposure to adverse environmental conditions.

OTHER REQUIREMENTS

- Be a team player
- Effective leadership capability
- Strong decision making capability
- Effective communication skills
- Significant problem solving capability
- Strong desire to grow professionally
- Efficient and effective management capability
- Team building leadership capability
- Strong desire to expand capacity and capabilities in each of the areas identified above
- Background in curriculum development and instruction