

ASSISTANT PRINCIPAL EMPLOYMENT AGREEMENT

AGREEMENT made between the **BOARD OF EDUCATION OF KENILWORTH SCHOOL DISTRICT NO. 38**, COOK COUNTY, ILLINOIS, hereinafter referred to as the "Board," and **GEOFFREY PERLMAN**, hereinafter referred to as the "Assistant Principal."

WITNESSETH:

A. EMPLOYMENT AND COMPENSATION

1. The Board hereby employs the Assistant Principal for one (1) year commencing July 1, 2024, and terminating on June 30, 2025, with such responsibilities and duties in connection with and as may be fixed by the Board in this Agreement and in its policies, rules and regulations. The Assistant Principal will work for two hundred and twenty (220) days per contract year.
2. The Board shall pay to the Assistant Principal a salary of ONE HUNDRED THOUSAND DOLLARS (\$100,000) for their work during the contract year in equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District. The Assistant Principal hereby accepts employment upon the terms and conditions hereinafter set forth.
3. In addition to the annual salary stated in paragraph A.2 of this Agreement, the Board shall make a contribution on behalf of the Assistant Principal to the State of Illinois Teachers' Retirement System ("TRS"), in satisfaction of the Assistant Principal's entire required (9.0%) retirement contribution to TRS. It is the intention of the parties to qualify all such payments paid by the Board on the Assistant Principal's behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The Assistant Principal does not have any right or claim to these amounts except as they may become available at the time of retirement or resignation from TRS. Both parties acknowledge that the Assistant Principal did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to TRS, and that such contributions are made as a condition of employment to secure the Assistant Principal's future services, knowledge, and experience.
4. Any salary or other modification made during the term of this Agreement shall be in the form of a written amendment and shall become a part of this Agreement, but such modification shall not be construed as a new Agreement with the Assistant Principal, or as an extension of the termination date of this Agreement.
5. During the term of this Agreement, the Assistant Principal shall hold a valid Professional Educator License and Endorsement issued by the State of Illinois Teachers' Certification Board qualifying them to act as the Assistant Principal for the District.

B. DUTIES

1. The Assistant Principal shall be responsible for the performance of those

essential duties set forth in the District's job description for this position attached as Appendix A. The Assistant Principal shall also perform those duties and obligations imposed by the laws and regulations of the State of Illinois, by the policies, rules, and regulations of the Board, and all such other duties as may be assigned by the Superintendent and/or the Board.

C. BENEFITS

1. The Board will provide the Assistant Principal with the following benefits:
 - a. Full-family health, dental and long-term disability insurance coverage, as provided under the programs effective in the District;
 - b. Term life insurance in the amount of \$100,000, as provided under the program effective in the District; and
 - c. Liability insurance, as provided to other District administrators, and in accordance with Section 10-20.20 of *The School Code*.
2. The Assistant Principal shall be granted sick leave, as defined in Section 24-6 of *The School Code*, of thirteen (13) working days during the contract year. Unused sick days may be accumulated to a maximum of three hundred sixty (360) days. The Assistant Principal shall not be entitled to payment for any accrued but unused sick leave upon separation of employment from the District for any reason.
3. The Assistant Principal shall be granted personal leave of five (5) working days during the contract year which may also be used as sick leave. Earned, unused personal days shall be added to the Assistant Principal' balance of sick leave. The Assistant Principal shall not be entitled to payment for any accrued but unused personal leave upon separation of employment from the District for any reason.
4. The Assistant Principal shall be reimbursed for District business travel in their personal vehicle at the IRS approved mileage reimbursement rate.
5. The Assistant Principal shall be reimbursed for participation in professional development courses and activities and up to one thousand dollars (\$1,000.00) during the term of this agreement for dues and membership fees to professional organizations. All professional development courses or activities and/or memberships in professional organizations must be approved, in advance, by the Superintendent to qualify for reimbursement.

D. TERMINATION

1. This Agreement may be terminated by:
 - a. Mutual agreement of the parties;

- b. Permanent disability (as defined below) of the Assistant Principal;
- c. Discharge of the Assistant Principal for cause (as defined below);
- d. Resignation, provided, however, the Assistant Principal shall provide the Board at least one hundred and twenty days (120) days advance written notice of the resignation; or
- e. Death of the Assistant Principal.

2. Permanent Disability

The Board may terminate this Agreement for reasons of permanent disability or incapacity at any time after the Assistant Principal has exhausted their accumulated sick leave and personal leave benefits, has been absent from their employment for a continuous period of three (3) months, or presents to the Board upon request a physician's statement certifying that they are permanently disabled or incapacitated. All contractual obligations of the Board shall cease upon written notice of termination for permanent disability or incapacity, provided that the Assistant Principal shall be entitled to a meeting before the Board if they so request. The Board reserves the right to require the Assistant Principal to submit to a medical examination, either physical or mental, whenever the Board deems the Assistant Principal disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is mutually selected and paid for by the Board. The Assistant Principal expressly agrees that the physician shall prepare a detailed report of the state of their physical and/or mental health and submit it to the Board.

3. Discharge for Cause

Discharge for cause shall be for any conduct, act, or failure to act by the Assistant Principal which is detrimental to the best interests of the District, or for violation of this Agreement. Reasons for discharge for cause shall be given in writing to the Assistant Principal, who shall be entitled to notice and an opportunity to request a hearing before the Board to discuss such causes. If the Assistant Principal chooses to be accompanied by legal counsel, they shall bear any costs therein involved. The Board hearing shall be conducted in closed session.

4. Early Termination

If the Assistant Principal's employment is terminated by the Board or the Assistant Principal pursuant to Paragraph D(1) prior to the expiration date of this Agreement or any contract extension, no further salary, payments, compensation or benefits shall be payable to the Assistant Principal under this Agreement after the date of such termination.

E. EVALUATION

The Superintendent will review and assess the Assistant Principal's performance by March 1, 2025. The Superintendent will prepare a written summative evaluation in accordance with State law and the District's evaluation plan for principals and assistant

principals.

F. NOTICE

All notices under this Agreement shall be deemed sufficient if given in writing and served upon the Assistant Principal and the President of the Board personally or by certified mail, return receipt requested, addressed as follows:

- (1) ***If to the Board:*** Board of Education
Kenilworth School District No. 38
542 Abbotsford Road
Kenilworth, IL 60043

- (2) ***If to the Assistant Principal:*** last known address on record with the District.

G. MISCELLANEOUS

1. This Agreement is subject to *The School Code*, the regulations of the State Board of Education and the Superintendent of the Educational Service Region of Cook County, and the policies of the Board.
2. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written, concerning such subject matter. Except as may otherwise be provided herein, no subsequent alteration, amendments, change or addition to this Agreement shall be binding upon the parties unless reduced in writing and duly authorized and signed by each of the parties.
3. This Agreement has been executed in the State of Illinois and shall be governed in accordance with the laws of Illinois. If any provision of this Agreement is deemed illegal or unenforceable for any reason, the remainder of the Agreement shall remain in full force and effect.
4. Section headings and paragraph numbers have been inserted for convenience of reference only. In the event of any conflict between any such headings or numbers and the text of this Agreement, the text shall control.
5. This Agreement may be executed in one or more counterparts each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.
6. This Agreement shall be binding upon and inure to the benefit of the Assistant Principal, their successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the Board, its successors, and assigns.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in

their respective names and, in the case of the Board, by its President and Secretary on the dates set forth below.

ASSISTANT PRINCIPAL

Geoffrey Perlman

Date: _____

**BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NO.
38, COOK COUNTY, ILLINOIS**

By: _____
President

Date: _____

ATTEST:

By: _____
Secretary

Date: _____

APPENDIX A

ASSISTANT PRINCIPAL JOB DESCRIPTION

Job Title: Assistant Principal

Type of Employment: Full-time Permanent

Job Category: Administration

Salary/Benefits: 10-Month Contract, Competitive Salary and Benefits.

Supervisor: Principal

Summary

The Assistant Principal supports the District in building a culture of care by establishing a safe, healthy, and inclusive community and learning environment that empowers all students to develop the skills to achieve the *Portrait of a Sears Graduate*.

The Assistant Principal assists the building principal in organizing and fostering a positive, safe environment that is conducive to best meeting the needs of all students, staff, and parents. This includes responsibilities such as leading, directing, counseling, and supervising various personnel and programs; creating effective parent, teacher, and child communications; supporting, encouraging, mentoring, and evaluating staff; fostering teamwork between teachers and among staff and parents; and managing budget items.

Essential Duties

1. **Living a Mission and Vision Focused on Results.** The Assistant Principal assists the principal in working with the staff and community to build a shared mission and vision of high expectations that ensure all students are on the path to college and career readiness and holds staff accountable for results.
 - a. Supports the coordination efforts to create and implement a vision for the school and defines desired results and goals that align with the overall school vision and lead to student improvement for all learners
 - b. Ensures that the school's identity, vision, and mission drive school decisions
 - c. Conducts difficult but crucial conversations with individuals, teams, and staff based on student performance data in a timely manner for the purpose of enhancing student learning and results.
 - d. **Specific Responsibilities:**
 - i. Supports the implementation of the Portrait of a Sears Graduate in collaboration with the Principal
 - ii. Leads the District Stakeholder Partnerships Committee
2. **Leading and Managing Systems Change.** The Assistant Principal supports creating and implementing systems to ensure a safe, orderly, and productive environment for

student and adult learning toward achieving school and district improvement priorities.

- a. Supports the creation of a safe, clean and orderly learning environment
 - b. Collaborates with staff to appropriately allocate personnel, time, material, and adult learning resources to achieve the school improvement plan targets
 - c. Employs current technologies.
 - d. **Specific Responsibilities:**
 - i. Collaborate with the Superintendent on District Policy and Procedures
 - ii. Leads the District Emergency Preparedness Committee
 - iii. Co-Leads Threat Assessment/Crisis planning and efforts
 - iv. Oversee substitute hiring, training, and management
 - v. Supports Front Office staff and school management
 - vi. Supports Team Coordinators
 - vii. Supports the building budget
3. **Improving Teaching and Learning.** The Assistant Principal works with the school staff and community to develop a research-based framework for effective teaching and learning that is refined continuously to improve instruction for all students.
- a. Evaluates the effectiveness of instruction and of individual teachers by conducting frequent formal and informal observations by providing timely feedback on instruction as part of the district teacher appraisal system
 - b. Ensures the training, development, and support for high-performing instructional teacher teams to support adult learning and development to advance student learning and performance.
 - c. Advances Instructional Technology within the learning environment
 - d. **Specific Responsibilities:**
 - i. Supports District Assessment Implementation
 - ii. Conducts Educator evaluations
 - iii. Lead Evaluation Process of Instructional Assistants
 - iv. Support Professional Development
 1. Tuesday In-Service & staff meetings
 2. Institute Days
4. **Building and Maintaining Collaborative Relationships.** The Assistant Principal creates a collaborative school community where the school staff, families, and community interact regularly and share ownership for the success of the school.
- a. Creates, develops and sustains relationships that result in active student engagement in the learning process
 - b. Utilizes meaningful feedback of students, staff, families, and community in the evaluation of extracurricular programs and policies
 - c. Proactively engages families and communities in supporting their child's learning and the school's learning goals
 - d. Demonstrates an understanding of the change process and uses leadership

and facilitation skills to manage it effectively

e. **Specific Responsibilities:**

- i. Lead event planning, Traditions, and field trips in collaboration with the Principal.
- ii. Leads student travel experiences (Washington D.C., Springfield, etc.)
- iii. Oversee athletic director, extracurriculars, and all extra duties, including training coaches and sponsors, providing curriculum for sportsmanship, etc.
- iv. Co-Oversees Communications Coordinator
- v. Co-Lead Parent Education Initiatives
 1. Lead Community Engagement Committee
 2. Co-Liaison to the Joseph Sears School Parent Volunteer Association (JSSPVA)
- vi. Conduct new family tours

5. **Leading with Integrity and Professionalism.** The Assistant Principal works with the school staff and community to create a positive context for learning by ensuring equity, fulfilling professional responsibilities with honesty and integrity, and serving as a model for the professional behavior of others

- a. Treats all people fairly, equitably, and with dignity and respect
- b. Demonstrates personal and professional standards and conduct that enhance the image of the school and the educational profession. Protects the rights and confidentiality of students and staff
- c. Creates and supports a climate that values, accepts and understands diversity in culture and point of view

6. **Creating and Sustaining a Culture of High Expectations.** The Assistant Principal works with staff and community to build a culture of high expectations and aspirations for every student by setting clear staff and student expectations for positive learning behaviors and by focusing on students' social-emotional learning

- a. Supports a culture of high aspirations and achievement and for every student
- b. Requires staff and students to demonstrate consistent values and positive behaviors aligned to the school's vision and mission
- c. Co-leads a school culture and environment that successfully develops the full range of students' learning capacities—academic, creative, social-emotional, behavioral and physical

Requirements

1. Illinois Administrative Principal's Endorsement
2. Minimum five years of teaching experience
3. PERA Certified
4. All other requirements required by law

Physical Requirements

Ability to actively perform work in classroom, office and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

Kenilworth School District No. 38 is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, military or veteran status, gender identity or expression, or any other basis protected by local, state, or federal law.