



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Teacher on Special Assignment - Resident Administrator Intern

Primary Function

The Teacher on Special Assignment (TOSA) – Resident Administrator Intern will serve as a member of the junior high school's building administrative team. This year-long internship is designed for educators aspiring to become school administrators. Under the guidance of the building principal and assistant principals, the TOSA will gain hands-on experience in school leadership while supporting the implementation of systems that enhance student success. A key area of responsibility is leading the Multi-Tiered System of Support (MTSS) process and contributing to the academic, behavioral, and social-emotional support structures within the school.

Organizational Relationships

Reports to the Building Principal

Qualifications

- Current and valid Professional Educator License
- Administrative licensure (Principal Endorsement) or working toward the administrative licensure
- Minimum of three years of outstanding classroom teaching and/or related services experience (middle school, preferred)
- 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 physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Ability to handle all district information with confidentiality
- Successful experience in working collegially with teachers on the analysis of student data
- Knowledge and understanding of barriers to educational equity
- Experience working collaboratively to remove barriers to students' growth and achievement
- Solutions-focused approach to supporting the social, emotional, and academic development of all children
- Experience working within an elementary school setting and a diverse (culturally, racially, ethnically, linguistically, etc.) student population
- Fluency in a second language, preferred



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Performance Responsibilities

1. Lead the school's Multi-Tiered System of Support (MTSS) teams, ensuring data-driven decision-making and effective tiered interventions for academic and behavioral needs.
2. Facilitate and support the problem-solving process to identify student needs, monitor progress, and coordinate intervention strategies.
3. Assist in the development and monitoring of student behavior plans, including supporting the Foundations Team.
4. Collaborate with grade-level teams and support staff to align instructional and intervention strategies with school-wide goals.
5. Participate in student discipline processes, including investigation, documentation, and restorative practices.
6. Support and participate in staff professional development.
7. Assist with coordination of assessments and data analysis, helping staff use data to inform instruction and support plans.
8. Help coordinate school operations and daily management tasks, including supervision of common areas (lunchroom, hallways, arrival/dismissal).
9. Act as a liaison between administration and instructional staff, contributing to a positive and collaborative school culture.
10. Support the implementation of school-wide initiatives, such as attendance improvement, school climate programs, and family engagement.
11. Assist with teacher observations, walkthroughs, and providing feedback, under the guidance of the administrative team.
12. Assist with the supervision and evaluation of support staff, under the guidance of the administrative team.
13. Engage in reflective practice and ongoing professional learning, meeting regularly with mentor administrators to develop leadership skills and complete internship goals.

Term of Employment

Salary and work year established by the Board of Education. School calendar (180.5 work days) plus 24.5 days at per diem rate for a total of 205 days.

This position is intended to be a one-year position for aspiring building administrators as part of the District's "Grow Your Own" initiatives.

Evaluation

Performance will be evaluated in accordance with the District 69 policy



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Position Classification

<input type="checkbox"/> SEA <input type="checkbox"/> PSRP <input type="checkbox"/> Local 399	<input checked="" type="checkbox"/> Non-Union <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Confidential <input checked="" type="checkbox"/> Managerial
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