



Granite City Community Unit School District #9

Adam Garrett, Ed.D. | Executive Director of Human Resources

Job Description

Position Title: **Substitute Administrator (Pre-K – 12)**
Reports to: Human Resources
FLSA Class: Non-Exempt

SUMMARY

This position is responsible for assuming the leadership and administrative duties of a building principal. The Substitute Principal ensures the school runs safely and efficiently, providing leadership to staff and students while maintaining the established educational program and school climate.

Planning and Instruction

- Assumes all administrative duties for the regular building principal, ensuring the school day begins and ends in an orderly manner.
- Monitors and supports all certified and non-certified staff, ensuring that classroom activities and school operations continue without interruption.
- Maintains school-wide behavior standards and handles student disciplinary referrals according to District policy and the Student Code of Conduct.
- Serves as the primary point of contact for school emergencies, drills, and safety protocols during the assignment.
- Monitors student arrival/dismissal, lunchroom procedures, and hallway transitions to ensure a safe environment.
- Confers with parents/guardians regarding student issues, discipline, or concerns that arise during the principal's absence.
- Responsible for submitting all required building reports and documenting any significant incidents for the returning principal.
- Maintains established routines and ensures all District and building-level policies and procedures are followed.
- Maintains a professional appearance and demeanor, serving as a role model and representative of the District administration.
- Takes all necessary and reasonable precautions to protect students, staff, equipment, and facilities.
- Informs the District Administration (Superintendent's Office) of any major crises, legal issues, or significant problems.



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- Observes classrooms as needed to provide a visible administrative presence and support a positive learning environment.
- Acts as a mediator in conflicts between students, staff, or parents to reach an acceptable resolution.

QUALIFICATIONS

- **Must possess a valid Illinois Professional Educator License (PEL) with a General Administrative or Principal Endorsement.**
- **Must be registered with the Madison County Regional Office of Education (ROE41).**
- Must be proficient in the use of computers, including Google Workspace, student information systems (SIS), and electronic communication.
- Demonstrate strong leadership, problem-solving, and decision-making skills.
- Establish and maintain effective and courteous working relationships with staff, students, parents, and the community.
- Ability to communicate effectively, both orally and in writing, in a professional and authoritative manner.
- Ability to remain calm and lead effectively during high-stress or emergency situations.
- Ability to walk and stand for extended periods to provide building-wide supervision.
- Ability to lift and carry up to 20 lbs.
- Ability to push/pull up to 10 lbs.

SCHEDULING The work hours for this position will vary based on assigned route or destination. The schedule is subject to change with district demands.

Wages can be found using the link provided below. <https://www.gcsd9.net/district/employment-1/employment-opportunities/substitutes>