

## **Assistant Principal**

### **Primary Function**

Assist the principal in the administration, 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 principal and the Superintendent of Schools.

### **Qualifications**

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment
- Ability to understand and carry out oral and written directions
- Ability to visually supervise students, assess situations for safety concerns
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the district buildings and grounds
- Ability to speak, write, read, and understand English
- Ability to handle all district information with confidentiality

### **Assigned Responsibilities**

1. Advises the principal in matters relating to the supervision and evaluation of the instructional program; the development and implementation of related programs; the utilization and care of the buildings.
2. Assist in the professional growth and evaluation program for teachers.
3. Communicate and guide students with behavior problems.
4. Counsel and guide students with behavior problems.
5. Assist in the selection process of student services and special education staff.
6. Confer with staff on school-wide problems.
7. Assist in coordinating and developing the agenda and minutes for specified curriculum meetings, and act as chairman for these committees.
8. Coordinate the activities of the satellite team.
9. Organize, coordinate and administer the registration and scheduling process for all students.
10. Coordinate the attendance procedures for students as related to absences, tardiness and truancy.
11. Council and advise those students with attendance problems and confer with parents, teachers and counselors.

12. Assist in providing coverage for classes when necessary.
13. Organize and implement procedures and regulations for the cafeteria.
14. Secure and supervise the bus and cafeteria supervisory staff and student helpers.
15. Perform such other duties and assume other responsibilities as may be assigned by the Superintendent of Schools.

NOTE: The Assistant Principals' work year shall be from July 1<sup>st</sup> to June 30<sup>th</sup> with twenty (20) vacation days. Fringe benefits will be according to Board policy.

2/2014