

Marquardt School District 15 Job Description

Job Title: Assistant Principal

Position Type: Administrator

Supervises: Certified and Non-Certified Staff

Reports To: Principal

Primary Evaluator: Principal

Role Purpose: *Improve and promote an effective educational environment that advances academic and social emotional well-being of all students. The assistant principal regularly and directly collaborates and assists the principal in the administration, organization, safety, supervision, and overall educational leadership of the school.*

Qualifications

- Valid Illinois Professional Educators License
- General Administrative Endorsement
- Illinois Approval for Teacher Evaluation (Must possess or obtain within 60 days of hire)
- Five years of teaching experience preferred

Knowledge and Skills

- Strong communication skills, with a focus on consultation and collaboration
- Strong understanding of the development and facilitating of effective teams
- Experience and knowledge of effective practices in standards, assessment, and instruction resulting in sustained academic and behavioral growth for students
- Ability to problem solve and collaborate around student, teacher, and family needs in a positive and proactive manner
- Ability to facilitate difficult conversations with a focus on problem solving and consensus building
- Analyze, interpret, and use data for decision making
- Experience with fostering and maintaining collaborative relationships among stakeholders

Essential Responsibilities

Instructional Leadership

- Coordinates and oversees the implementation of district initiatives and priorities
- Leads and facilitates designated teams across the school
- Exercises instructional leadership in leading team meetings
- Collaborates with the principal in the oversight and supervision of district programs
- Develops and implements activities and programs that encourage students to be life-long learners
- Engages in ongoing professional learning aimed at growth and development to enhance leadership skills
- Supports follow through on professional learning and training to promote fidelity of assigned programs and initiatives
- Collaborates with members of teams in compiling data from assessments and making decisions to promote student success

Hiring, Supervision and Evaluation

- Collaborates with principal on hiring processes to fill school staffing needs aligned to district vision and beliefs

- Engages in regular classroom walk-throughs and observations to provide formative feedback aimed at professional growth and development
- Mentor and evaluate staff, as assigned, under the appropriate district evaluation tool and guidelines
- Promotes effective performance of assigned staff through the use of ongoing and regular feedback
- Advises, assists, and trains employees as necessary

Collaboration and Consultation

- Facilitates effective communication between personnel, students and parents
- Collaborates with district personnel to promote effective problem solving and solutions-oriented thinking
- Supports school teams to promote positive outcomes for students
- Serves as the LEA representative in IEP meetings and 504 Coordinator as assigned
- Utilizes norms of collaboration in interactions with all stakeholders

Organizational Management & Safety

- Provides a positive learning climate in the school by establishing, enforcing, and maintaining appropriate student behavior standards and guidelines
- Monitors student attendance and truancy
- Updates, maintains, and communicates all school safety plans annually
- Leads all school safety drills and maintains all county and state compliance records
- Ensures a safe and secure environment for students and staff
- Monitors school grounds to ensure that health and safety standards are met

General

- Assumes administrative leadership in the absence of the principal
- Attends and participates in district committee meetings and extra-curricular activities as assigned
- Other duties as assigned

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, talk, hear, taste, and smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Frequent repetitive activities including hands, arms, and legs for clerical related work. The employee must occasionally lift and/or move up to 30 pounds and occasional lifting up to 50 pounds in the physical assistance of students with special needs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee regularly works inside but could occasionally be outside and is subject to noises associated with an educational environment both indoors and outdoors that is deemed moderate. The employee works in an educational setting with children of varying ages and abilities is directly responsible for the safety, well-being, and work output of students. Duties may be performed in libraries, cafeterias, parking lots, gymnasiums, auditoriums, hallways, and on field trips away from the school.

Reviewed/Revised: February 9, 2022