

JOB DESCRIPTION

Roselle School District No. 12

TITLE: Assistant Principal for Student Support

QUALIFICATIONS: Masters Degree in Educational Administration or related field.
Illinois Type 75 Administrative Certification

FUNCTION: Uses leadership, supervisory, and administrative skills to promote the educational development of each student and to provide a school facility that is an attractive, pleasant, and productive place in which to work and learn.

REPORTS TO: Building Principals and Superintendent

TERMS OF EMPLOYMENT: Contractual or Salaried – 220 days per year

UPDATED: May 1, 2021

DESCRIPTION OF TASKS AND RESPONSIBILITIES (yellow indicates primary responsibility; other duties may be assigned):

Instructional Leadership

Understands and fosters the use of various instructional strategies to meet the needs of each student.

Oversees the identification and progress monitoring of students in need of Tier 2 or 3 interventions to help each student become successful.

Assists with the implementation of the special education program in his or her building and communicates issues and concerns related to special education to the Superintendent.

Implements a system for the supervision and discipline of all students in a manner that is consistent with District policies and procedures.

Assists in the screening and interviewing of all staff, certified and classified, to be employed in the school and is responsible for their supervision and evaluation.

Administers an assessment program that is intended to meet the educational needs of the students and to provide the data required for recommending needed changes in the curriculum.

Organizational Management

Develops and coordinates school schedules and staff assignments to make the most effective use of the talents, training, abilities, and experience of the staff.

Maintains all school records, including cumulative folders, student health records, daily attendance, and time sheets for the classified staff.

Communicates and administers District policies, local procedures, and state laws; including the maintenance of an up-to-date Student-Parent Handbook.

Administers the building's co-curricular programs, including the assignment of staff and the supervision of activities.

Administers and assists with supervision of the building's student lunch program.

Personal Characteristics and Professional Development

Exhibits a positive attitude and maintains integrity even in difficult situations.

Uses sound decision-making skills, accepts responsibility for decisions, and accepts constructive criticism when necessary.

Submits reports and other required information in a timely manner.

Maintains currency in regard to new laws and instructional issues.

Develops and follows through with a Professional Development Plan as required by state law.

Communication and Relationships with Others

Contributes to a positive, supportive climate for students by encouraging cooperation between students, parents, staff members, and administrators.

Develops a communication system for the dissemination of information related to student progress, school policies, special activities, and other items of interest to members of the school community.

Communicates with the Superintendent as necessary with special emphasis on matters that may eventually require the involvement of the Superintendent.

Manages conflict in a professional manner.

Works to develop external support of the school.