

## **PANA COMMUNITY UNIT SCHOOL DISTRICT #8**

### **JOB DESCRIPTION**

**Position Title:** Assistant Principal- Pana Elementary School

**Department:** Administration

**Reports to:** Elementary School Principal

**Revised Date:** December 1, 2023

#### **SUMMARY:**

This Pana Elementary School Assistant Principal will assist the Building Principal in providing the leadership necessary to ensure an educational environment which is safe, attractive, pleasant, and a productive place to work and learn. This person will support the certified staff as they seek to meet the needs of each student.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervise and evaluate assigned certified and non-certified staff members. Recruit, select, and orient all new personnel.
2. Enforce student handbook and assign consequences for handbook infractions.
3. Communicate with staff and parents/guardians, when necessary, regarding student behavior or academic needs.
4. Monitor student attendance and communicate attendance concerns with parents/guardians and the Regular Attendance Program officer.
5. Prepare reports for district or other personnel (i.e. attendance reports, discipline summaries, honor roll, etc.)
6. Assist in the preparation of the master schedule, teaching assistant schedules, and special schedules.
7. Evaluate student achievement.
8. Supervise common areas such as the bus exchange, cafeteria, and hallways during arrival and dismissal.
9. Attend IEP meetings assigned by case managers.
10. Perform other such duties and assume other responsibilities as the principal assigns.

#### **REQUIREMENTS:**

1. Minimum of a M.S. in school administration, PEL Administrative endorsement, and a valid Illinois professional educator license.
2. 2-4 years of previous experiences in an educational setting and knowledge of Microsoft Office programs and Google Applications.
3. Ability to read and understand basic oral and written instructions.
4. Ability to communicate clearly and concisely both in oral and written form.
5. Ability to effectively present information in one-on-one and group situations to students, staff, and parents in an acceptable/courteous manner.
6. Ability to establish and maintain effective working relationships with students, staff, and the community.
7. Ability to perform duties with awareness of all district requirements and Board of Education policies.

#### **SCHEDULING:**

Regular working hours are 7:45 a.m. to 4:15 p.m. Monday through Friday. Schedule may vary based on school district needs, activities, and demands.