

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

JOB DESCRIPTION

Assistant Principal for Special Education

Supervisor: Director of Student Support
Services

FLSA Status: Exempt **Employee Group:** Administrative

Qualifications:

1. Valid Illinois Professional Educator License
2. LBS1 Endorsement and Administrative Endorsement
3. Master's Degree in Education
4. Minimum of three (3) years of successful teaching experience

Terms of Employment:

- Twelve (12) month contract
- Twenty (20) vacation days

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Oversee special education programs and staff.
2. Assume the principal's duties as might be necessary during periods of the principal's absence from the building.
3. Oversee the academic progress of all special education students.
4. Counsel and/or discipline students referred to office.
5. Provide technical assistance to staff in special education programs.
6. Collaborate with the appropriate special education administrator concerning needs, progress and problems related to the special education program and services assigned to him/her.
7. Supervise and evaluate certified and non-certified staff.
8. Coordinate and facilitate appropriate scheduling for all special education students in conjunction with case managers and counselors.
9. Monitor transportation to ensure the safety of students and staff.
10. Attend and supervise after school, night and weekend activities.
11. Assist with registration of students.
12. Assist with student incentive programs (PBIS, AAA, Pride).
13. Oversee assigned academic departments.
14. Implement all federal and state policies as they relate to students with disabilities.
15. Keep current with best practices and requirements as they relate to your job assignment.

16. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.