

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Elementary Assistant Principal (195 days)

Supervisor: Building Principal

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

Qualifications:

1. Valid Illinois Professional Educator License
2. Master's Degree in Education
3. Administrative Endorsement
4. At least three years of successful teaching experience

Terms of Employment:

- 195 days
- Performs duties equally at two assigned buildings

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. Assume duties and responsibilities as assigned by the Building Principal in the areas of student personnel services and curriculum.
2. Counsel and/or discipline students referred to the office.
3. Participate in the overall support/maintenance of special education programs and services.
4. Assume principal's duties when principal is absent from the building.
5. In conjunction with the principal, be responsible for classroom observation and evaluation of the certified and non-certified staff.
6. Assist with development, organization and implementation of the building School Improvement Plan.
7. Assist the principal with State/District Standardized assessment activities.
8. Oversee lunch, recess, before/after school supervision.
9. Work with stakeholders to enhance and promote District initiatives.
10. Promote a positive school climate.
11. Oversee PBIS Programming and actively participate on Rtl team.
12. Attend and supervise after school, night and weekend activities.
13. Attend 504 and special education staffings as the district representative.
14. Annually prepare and update the student handbook.
15. Work with community agencies such as DCFS, juvenile probation and police regarding students and school concerns.
16. Prepare and present information to parent groups or individuals, school board, orientation, etc.
17. Serve on District and Community Committees as appropriate.
18. Keep current with best practices and requirements as they relate to your job assignment.

19. 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.