

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

HIGH SCHOOL ASSISTANT PRINCIPAL

Supervisor: Building Principal

FLSA Status: Exempt

Employee Group: Administrative

Qualifications:

1. Valid Illinois Professional Educator License with Administrative Endorsement
2. Master's Degree in Education
3. At least three years of successful teaching experience
4. Ability to work with all Stakeholders in a respectful and dignified manner
5. Commitment to administer and supervise the building's educational program in a manner that offers each student an opportunity to grow academically and build character

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. Serve as primary administrator overseeing the academic/social development, and activities for all students.
2. Provide leadership for students until they graduate and share in providing management to some of the activities listed below.
3. Oversee the academic progress of students in the assigned class.
4. Monitor and coordinate efforts to improve student attendance.
5. Be responsible for the implementation of the building discipline plan as it relates to the students in the assigned class.
6. Hire and evaluate certified and non-certified support staff.
7. Develop and implement staff recognition activities.
8. Coordinate student and staff daily announcements.
9. Approve and oversee all field trips.
10. Prepare the student handbook annually.
11. Serve on District and community committees such as Strategic Action Teams, Foundations, etc.
12. Organize and monitor campus traffic, safety, and parking.
13. Serve as information manager for daily announcements on HBC, display cases and other student publications.
14. Supervise extracurricular activities.

15. Supervise summer school classes, staff, and activities.
16. Assume duties and responsibilities as assigned by the Building Principal in the areas of student personnel services and curriculum.
17. Counsel and/or discipline students referred to the office.
18. Assume principal's duties when principal is absent from the building.
19. In conjunction with the principal, be responsible for classroom observation and evaluation of the certified and non-certified staff.
20. Assist with development, organization, and implementation of the building School Improvement Plan (SIP).
21. Keep current with best practices and requirements as they relate to your job assignment.
22. 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.