

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### HIGH SCHOOL ASSOCIATE PRINCIPAL

**Supervisor:** Building Principal

**FLSA Status:** Exempt

**Employee Group:** Administrative

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#### 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. Previous administrative experience required

#### 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. Provide leadership and development of the curriculum and instructional program under the direction of the principal.
2. Serve as the supervisor for high school division chairs in facilitating the instruction and curriculum development in their content area.
3. Oversee the academic progress of students in the assigned class.
4. Monitor and coordinate efforts to improve student attendance.
5. Develop the master class schedule for the building.
6. Develop, evaluate, and implement the School Improvement Plan (SIP).
7. Coordinate all school standardized testing.
8. Evaluate instructional and support staff.
9. Assume responsibility for curriculum and articulation in each content area.
10. Coordinate grant proposals and assessments.
11. Complete annual reports for the North Central Association.
12. Coordinate textbook adoptions, inventory, and ordering.
13. Annually prepare and update the faculty handbook.
14. Assume responsibility for data processing of attendance and grade reports.

15. Coordinate the master clock system and class bell schedule.
16. Organize and complete reports for the Illinois School Report Card.
17. Organize and supervise the high school summer school program with the career guidance division chair.
18. Supervise assigned extracurricular activities.
19. Serve on District and community committees such as Strategic Action Teams, Foundations, etc.
20. Coordinate staff development activities.
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.