

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### MIDDLE SCHOOL ASSISTANT PRINCIPAL B

**Supervisor:** Building Principal

**FLSA Status:** Exempt

**Employee Group:** Administrative

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#### Qualifications:

1. Valid Illinois Professional Educator License
2. 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. Responsible for student personnel services.
2. Counsel and/or discipline students referred to the office. When the assistant principal feels it is desirable, he/she should confer (or transfer) the responsibility for particular student personnel problems to the principal.
3. Be available to assume the principal's duties as might be necessary during periods of the principal's absence from the building.
4. Oversee the academic progress of all special education students.
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. Share with the principal the responsibility for classroom observation and evaluation of the certified and non-certified staff.
8. Assist with registration of students.
9. Coordinate and facilitate appropriate scheduling for all special education students in conjunction with case managers and counselors.
10. Assist with development, organization, and implementation of the building School Improvement Plan (SIP).
11. Work with teachers, students, principal, and other school personnel to improve the image of the District and the school as a part of the public relations program.

12. Oversee school safety (Crisis committee, plans, etc.).
13. Monitor transportation to ensure the safety of students and staff.
14. Attend and supervise after school, night, and weekend activities.
15. Supervise summer school classes, staff, and activities.
16. Supervise and assist with the supervision of building cafeteria, corridors and school grounds, especially before school, after school, between classes and during lunch periods.
17. Assist with the inventory control.
18. Be responsible for maintaining an accurate schedule of upcoming school activities and an activity calendar.
19. Work with community agencies such as DCFS, juvenile probation, and police regarding students and school concerns.
20. Consult with parents in cooperation with medical and counseling personnel outside of the school district.
21. Organize and chair committees.
22. Prepare and present information to parent groups or individuals, School Board, orientation, etc.
23. Attend and coordinate special needs staffing, i.e. Diagnostic Team, IEP meetings, facilitate building resources to provide for special needs.
24. Interview and recommend personnel for employment, specifically supervisory and production resource assistants.
25. Oversee assigned academic departments.
26. Serve on District and community committees.
27. Implement all federal and state policies as they relate to students with disabilities.
28. Assume classroom responsibilities as needed.
29. Keep current with best practices and requirements as they relate to your job assignment.
30. 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.