

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

MIDDLE SCHOOL ASSOCIATE 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. 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. Under the direction of the principal, be responsible for the planning and supervising of daily operations. The duties include ensuring that instruction and normal school activities scheduled each day are functioning effectively.
2. Structure and oversee the fundamentals of professional learning communities to facilitate the middle school instructional and curricular program. Monitor the effectiveness of the professional learning community. Develop professional development on an annual basis for PLC's.
3. Coordinate and facilitate appropriate scheduling for all students, including paraprofessionals in conjunction with case managers and counselors.
4. Meet regularly with division chairpersons to facilitate the middle high school instructional and curricular program.
5. Assist with development, organization, and implementation of the building School Improvement Plan (SIP).
6. Coordinate and schedule state/District standardized assessment activities at the building level. Implement all federal and state policies as they related to students with disabilities.
7. Oversee the academic progress of all special education students.
8. Provide technical assistance to staff in special education programs.
9. Collaborate with the appropriate special education administrator concerning needs, progress and problems related to the special education program and services assigned to him/her.
10. Responsible for middle school calendar as it relates to the scheduling of school events and scheduling the use of school facilities by community groups when approved by the Board office.

11. Share with the principal the responsibility for classroom observation and evaluation of the certified and non-certified staff.
12. Responsible for building the master schedule.
13. Assist in registration and scheduling of students.
14. Annually prepare the student handbook.
15. 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.
16. Attend and supervise after school, night and weekend activities.
17. Annually assess and report the effectiveness of the middle high school educational program activities to the building principal and the Assistant Superintendent.
18. Review and develop curricular and instructional recommendations for the middle school educational program and report to the principal and the Assistant Superintendent.
19. Assist with the District and building in-service training programs.
20. Annually submit report on the progress, value, and suggested changes to the building principal for programs under his/her supervision.
21. Assist the building principal in monitoring all budget requests and travel expenditures for vocational education.
22. Supervise and assist with the supervision of building cafeteria, corridors and school grounds, especially before school, after school, between classes and during lunch periods.
23. Interview and recommend personnel for employment, specifically supervisory and production resource assistants.
24. Prepare and present information to parent groups or individuals, School Board, orientation, etc.
25. Approve guest speakers coming to the building.
26. Coordinate the middle school summer school program.
27. Assist with the planning and securing of school assemblies.
28. Serve on District and community committees.
29. Assume classroom responsibilities as needed.
30. Implement all federal and state policies as they relate to students with disabilities.
31. Assume the principal's role in the absence of the principal.
32. Keep current with best practices and requirements as they relate to your job assignment.
33. 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.