



14. Promote a positive school climate.
15. Oversee PBIS Programming and actively participate on Rtl team.
16. Attend and supervise after school, night and weekend activities.
17. Attend 504 and special education staffings as the District representative.
18. Annually prepare and update the student handbook.
19. Work with community agencies such as DCFS, juvenile probation and police regarding students and school concerns.
20. Prepare and present information to parent groups or individuals, School Board, orientation, etc.
21. Serve on District and community committees as appropriate.
22. Keep current with best practices and requirements as they relate to your job assignment.
23. 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.