

# **Job Description for CSD190 AP/AD**

## **Assistant Principal Responsibilities**

- Build and maintain supportive relationships with students, families, and staff
- Partner with the building Principal to develop and administer disciplinary procedures per district policies and state laws to reinforce schoolwide expectations (student handbook responsibilities)
- HIGHLY QUALIFIED APPLICANTS will support the district's character program and model good character
- HIGHLY QUALIFIED APPLICANTS will have a strong background in addressing social/emotional needs, utilizing restorative justice, and administering a strength-based approach to working with students and staff
- HIGHLY QUALIFIED APPLICANTS will have a strong background in data tracking, interventions, and special education
- Oversee efforts related to student attendance/truancy and support interventions
- Assist the administration and office team with registration, residency, and enrollment tasks
- Participate in IEP/504 meetings, problem-solving meetings, and department meetings
- Coordinate SPED transportation needs and extracurricular transportation needs
- Serve on the district's Crisis Response Team
- Assist with supervision and evaluation of the certified and non-certified staff
- Assist in efforts to partner with support organizations
- Attend board meetings and report as requested
- Perform other duties as assigned by, or in place of, the Principal or Superintendent

## **Athletic Director Responsibilities**

- Attend conference AD meetings and supervise school extracurricular events
- Coordinate all extracurricular transportation needs
- Ensure all equipment, safety, and compliance requirements are met
- Partner with the School Counselor to conduct eligibility checks
- Recruit and recommend coaches along with event workers for school events
- Assist coaches and office personnel with all paperwork associated with school events
- Serve as the main point of contact for facility rental requests

## **QUALIFICATIONS**

- Hold an Illinois Professional Educator License (PEL) and an Administrative (Type 75) endorsement.
- Teacher Evaluator Certification (PERA)
- A minimum of five years of experience in teaching is required
- Be willing to obtain/maintain CPR certification

## **KNOWLEDGE & EXPERIENCE**

- Ability to work effectively with students, parents/guardians, staff members, and community
- Effective in approaches to problem-solving and relationship-building
- Knowledge of best practices for managing student discipline
- Understanding of human development principles (primary kids, adolescents, and teenagers)
- Strong oral and written communication skills
- An organized person with good planning skills

## **SALARY/BENEFITS**

- Dependent on education and experience
- 185-day contract
  - 1 day for in-person registration (mid-July)
  - 2 days before school starts
  - 2 days at the end of the school year