

## **General School Administration**

### **Exhibit - Assistant Principal's Job Description**

#### Qualifications

1. A master's degree in School Administration.
2. A Type 75 General Administrative certificate issued by the Illinois State Teacher Certification Board.
3. Completed ISBE administrative program (Administrators Academy) for evaluation.

#### Reports To: Principal

#### Primary Performance Responsibilities

1. Coordinates all out-of-district special education placements, pre-school screening and serves as the Chair/Co-chair of the Special Services team and coordinates the birth-three program.
2. Completes as assigned the Illinois textbook, National School Lunch Program forms, and other State and federal programs as assigned by the Superintendent. Approves free and reduced lunch form.
3. Performs tenured teacher evaluation to be forwarded to the Superintendent no later than May 1 as assigned by the Principal.
4. Assists in the student discipline in the school.
5. Coordinates the District on-site registration program as well as on-site pre-registration for pre-school and kindergarten students as well as the late summer registration for new students to the District.
6. Conducts interviews for teacher aides and support personnel and makes recommendations to the Principal/Superintendent for employment.
7. Assists the Superintendent by performing transcript audits for both new employees and those staff members eligible for a lane change.

#### Secondary Performance Responsibilities.

1. Chairs and serves on such committees as directed by the Principal/ Superintendent.
2. Attends meetings of parent and district groups as assigned by the Principal/Superintendent.
3. Assists in the planning and supervision of assemblies, after-school programs.
4. Coordinates the detention program and follows-up with reporting to parents on a consistent basis.
5. Assists in the staff supervision in the lunch/recess programs to assure the highest level of student decorum and safety possible.
6. Plans, organizes, interviews teachers, schedules and markets the District's annual summer school program conjunction with the Superintendent.
7. Those other duties as assigned by the Superintendent and Principal in consultation with the Superintendent.

DATED: April 13, 2009