**Job Title**: Assistant Principal

**Summary**: It is the responsibility of the Assistant Principal to provide leadership in the supervision of students and staff

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Schedules and supervises requests for the use of all facilities and develops rental contracts, where needed, for the public and other governmental entities.
* Supervises student behavior during the school day and at all student activities and recommends suspension and expulsion of students, as needed.
* Assumes responsibility for and oversees the Deans of Students in the area of student attendance and for the submission of state reports for attendance, discipline, and transportation.
* Serves as the educational liaison to the juvenile justice system and probation department.
* Develops and monitors the effectiveness of all school safety and emergency plans.
* Assumes responsibility for supervision and evaluation of Deans of Students, Police Liaison Officers, security personnel, and instructional staff as delegated by the Principal.
* Serves as Hearing Officer for District 33.
* Serves on the West Chicago City Gang Task Force.
* Serves as Title IX officer for student-to-student sexual harassment allegations.
* Oversees and processes all student enrollments and withdrawals.
* Coordinates the school planner.
* Oversees the annual commencement ceremony.
* Works with the Director of Student Services to administer the summer school program.
* Works with the Director of Student Services to administer the staff mentoring program and provide new-teacher inservice sessions.
* Serves on the committees as determined by the Principal.
* Provides leadership to Freshman House teams as delegated by the Principal.
* Evaluates certified and non-certified staff.

**Supervisory Responsibilities**: Deans, Administrative Assistant to the Assistant Principal, Administrative Assistant to the Assistant Principal and the Director of Student Services, Police Liaison Officers

**Education, Certification, and Experience**:

* ISBE Type 75 General Administrative or Type 10 Supervisory Certificate
* ISBE Secondary Teaching Certificate
* Related Master’s Degree or better from an accredited college or university
* Previous administrative experience preferred

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Demonstrated leadership ability
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to make independent decisions in accordance with established policies and procedures
* Ability to deal with difficult situations courteously and tactfully

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | S | Kneel | S | Lift/Carry > 50 lbs. | S | Push/Pull > 50 lbs. | S | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | S | Push/Pull under 10 lbs. | S | See | F | Twist | S |
| Crawl | S | Lift/Carry 10-25 lbs. | S | Push/Pull 10-25 lbs. | S | Squat | S | Walk  | F |
| Hear | F | Lift/Carry 25-50 lbs. | S | Push/Pull 25-50 lbs. | S | Stoop/Bend | S |  |  |

**Calendar/Work Schedule and Compensation:**

Annual Calendar: 12-month calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

 \_X\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Principal

**Classification**: \_X\_ Administrative

 \_\_\_ Supervisory

 \_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

 \_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

 \_\_\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_\_\_ Non-Exempt from overtime under the Fair Labor Standards Act

 \_X\_ Exempt from overtime under the Fair Labor Standards Act