

## **JOB DESCRIPTION**

**Title:** Assistant Principal (Elementary)

**Primary Function:  
(Job Goal)**

To use leadership, supervisory and administrative skills so as to promote and enhance the total educational program at the elementary level.

**Reports To:  
(Accountability)**

Building Principal

**Supervisory Responsibilities:**

Assists the principal in the supervision of all staff assigned to the building.

**Qualifications:**

- Illinois Type 75 General Administrative Endorsement
- Master's Degree
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- **Experience with Early Childhood Education**

**Performance  
Responsibilities:  
(Essential Duties)**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate support for the Mission, Beliefs and Goals of District 30-C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Administer and assume responsibility for supervising the blended preschools programs.
- Participate in the development and implementation of the preschool screening and placement of students.
- Assist the building principal in coordinating educational objectives and activities with the staff, district administrators and the Board of Education.
- Assist the principal in supervising the instructional program by:
  - observing classroom and activities.
  - supervising teachers as they implement the curriculum
  - monitor programs as designed by the District.
- Assist the principal in evaluating performance of the staff in accordance with District guidelines.
- Assist the principal in planning, developing, organizing and conducting staff development activities.
- Assist the principal in curriculum planning and revision tasks.
- Assist the principal in planning and administering a building-wide public relations program.
- Promote positive communication with students, staff, parents and community members.
- Supervise and assist with the management of student behavior in cooperation with:
  - Counselors
  - Teachers
  - Parents
  - Community
- Remain current with research and trends related to elementary education.
- Attend building functions and District activities as appropriate.
- Chair various meetings as related to the elementary program.
- Participate in the development and implementation of district procedures, programs and projects.
- Assume responsibility for professional growth and development through membership and participation in the affairs of professional organizations through attendance at

regional, state and national meetings and through enrollment in advanced course work as it relates to administration.

- Performs other duties as assigned by the building principal, the superintendent or the superintendent's designee.

**Terms of Employment:** 260 days

**Evaluation:**

Performance of this job will be in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

\_\_\_\_\_  
Employee Signature                      Date                      \_\_\_\_\_  
Supervisor Signature                      Date

Copy to Employee and Supervisor

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