

ATTACHMENT NO. X-B

ATTACHMENT NO. X-B: 5-8 Assistant Principal

Potential motion: Approve the Assistant Principal for Grades 5-8

Recommended action: Approve the motion

We are asking the Board to approve an assistant principal for grades 5-8. The position would be shared by the Upper Elementary and the Middle School. As the district looks to address SEL student needs and implement formal MTSS programming, both schools will need extra support with these initiatives. The assistant principal will help with the traditional roles of supervision and discipline, but also take part with assisting and supporting MTSS programming, teacher evaluation, curriculum development, instruction, and staff development. This position will help to free up more instructional leadership programs as the district addresses student needs.

North Boone

Community Unit School District 200

JOB DESCRIPTION - ADMINISTRATIVE

Position/Title: Assistant Principal

Reports to: Principal

Qualifications

1. Master's degree in educational leadership (Type 75 Certificate)
2. Successful teaching experience
3. Illinois general administrative certificate
4. Strong leadership, organizational and interpersonal skills
5. Knowledge of instruction, assessment development, and implementation
6. Demonstrated ability to manage personnel and budget

General Responsibilities:

The assistant principal provides support and assistance to the principal as directed. The 5-8 assistant principal will help in the responsibility of leading the students, staff and community in the development of a high quality, high achieving school.

Duties:

1. Assist the principal in the overall administration of the school, and assist with curriculum, instruction, and staff development
2. Assist in the development and implementation of the master schedule
3. Assist in the supervision and evaluation of all certified staff, educational support personnel and extracurricular staff as directed by the principal.
4. Monitors the safety and well being of students and staff
5. Assume administrative responsibility delegated by the building principal
6. Assists in the inventory of instructional materials and school property
7. Assists with school committees and programs that support student and district initiatives.
8. Performs other job related duties established by the principal.

Terms of employment: 11 Months