

Danville School District #118

Job Description

Assistant Principal

General Qualifications:

- Valid Illinois Professional Educator License with General Administrative Endorsement
- Teacher Evaluator designation preferred
- Demonstrated leadership in a school setting
- Demonstrated success in selecting, assigning, and evaluating staff preferred
- Knowledge and experience in current theories and practices in curriculum, instruction, and assessment
- Demonstrated ability to successfully lead staff through curricular and structural change
- Demonstrated ability to enhance a culture where employees feel valued and appreciated
- Appreciation for the resources of a culturally, academically, and ethnically diverse community

Reports to:

- Building Principal

Terms of Employment:

- Salary and benefits to be determined by the Board of Education

Performance Responsibilities:

- Assume responsibilities outlined by the building principal, associate principal, and/or central administration
- Support the principal, associate principal, and assistant principal(s) in the implementation of all Board of Education policies and administrative procedures
- Support the evaluation, design, and implementation of rigorous curriculum, quality instruction, and multiple assessment practices
- Use appropriate data to set priorities and establish high, concrete goals in the context of improving student achievement
- Promote new and effective research-based instructional practices
- Articulate and promote high expectations for teaching and student learning
- Consistently maintain quality interaction with teachers, students, parents and the larger community
- Evaluate staff and provide ongoing coaching for improvement
- Maintain order and student discipline using the Ownership in Education Manual as a basis for firm, fair, and consistent decisions
- Interview and recommend teachers and staff to support quality instruction
- Communicate effectively with both internal and external audiences about the operations of the school

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- Model multi-cultural awareness, gender sensitivity, community collaboration, and racial and ethnic appreciation
- Maintain and protect the rights and confidentiality of others
- Display values, beliefs, and attitudes that inspire others to higher levels of performance
- Advocate for the welfare of all members of the learning community
- Provide for the safety and welfare of students and staff members
- Model professional ethics and integrity in carrying out responsibilities
- Utilize current technologies to support instruction, leadership, and management functions
- Support administration in the development of monitoring and evaluation of programs to enhance positive school climate and culture
- Support administration in collaborating with staff and the community to build a shared mission and vision of high expectations that ensure all students are on the path to college and career readiness
- Act in the capacity of the principal and/or the associate principal during the principal or associate principal's absence
- Maintain standards specified in Professional Performance Expectations for District 118 Employees

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Professional Performance Expectations for District 118 Employees

All District 118 employees are expected to:

- a) Implement and adhere to the District's policies and procedures
- b) Maintain high standards of ethics, honesty, confidentiality, and integrity in all personal and professional matters
- c) Make sound decisions and recommendations based upon complete data gathered from all available pertinent sources
- d) Seek and accept constructive criticism of tasks completed
- e) Present a positive and appropriate professional appearance
- f) Demonstrate good oral and written communication skills
- g) Work independently, requiring minimum supervision to implement innovative and efficient methods to accomplish duties
- h) Develop and maintain an attitude of respect when working with others
- i) Work as an effective team member, sharing ideas and suggestions with other staff members
- j) Pursue personal and professional development of skills and knowledge necessary for the effective performance of duties
- k) Assist the Board of Education with its commitment of fair and equal treatment for all persons, regardless of race, color, religion, sex, national origin, or handicap in all employment practices