

PLEASE POST

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ALTON COMMUNITY UNIT SCHOOL DISTRICT NO. 11
Alton, Illinois

TO: All Certificated Personnel
FROM: Dr. Sonya Porter/Director of Human Resources
DATE: June 13, 2018
SUBJECT: Vacancy

The following position is now bid for the 2018-2019 school year:

EAST ELEMENTARY - ASSISTANT PRINCIPAL

Applicants must hold Illinois certification as an administrator (Type 75 with a General Administrative or Superintendent endorsement). A minimum of five years experience in teaching is required. Experience in Administration is preferred.

Applicants must submit a resume outlining qualifications and experience.

Primary Function:

To assist the principal with the instructional and administrative leadership of the school.

Directly Responsible to:

Building Principal

Additional Assigned Responsibilities:

1. Assume the duties of the principal in his/her absence.
2. Assist in the evaluation of certificated and non-certificated staff.
3. Assist in the development of student and class schedules, registration of students, general building and office management.
4. Assist in the supervision and coordination of activities such as musical events, assemblies and other student educational activities.
5. Assist in preparing all reports that may be required by district or state regulations.
6. Provide the principal with input and feedback on academic and school climate improvement initiatives.
7. Build relationships and partnerships with organizations and businesses through active community involvement.

8. Assist in the resolution of scholastic and discipline problems and coordinate the RtI process in the building.
9. Assist in the supervision of the student attendance procedure and in compiling student attendance reports.
10. Assist in all activities in preparation for the start of school and closing the school prior to summer break.
11. Assist in coordinating and attend activities related to parent organizations.
12. Assume responsibility for issues involving student transportation.
13. Assist in the development and implementation of the school improvement plan and board policies.
14. Assist in the development of positive reward activities (PBIS) and in the implementation of school programs.
15. Assist in the development of staff schedules including duties and supervisory time.
16. Establish and maintain a program of personal and professional growth.
17. Assist with curriculum planning, review and implementation through regular grade level/ departmental meetings.
18. Provide direction for appropriate use of building budgets.
19. In cooperation with District personnel, the assistant principal shall perform all supervisory and administrative duties assigned by the Principal or the Superintendent.

PLEASE NOTE: Please submit your letter of interest, resume and vision for improving student achievement to Dr. Sonya Porter no later than 4:00 p.m. Wednesday, June 20, 2018.

“An Equal Opportunity/Affirmative Action Employer”