

Assistant Principal (Anticipated)

Position Type:

Administration/Assistant Principal

Date Posted:

7/26/2023

Location:

Woodland Elementary School

Date Available:

08/01/2023

Closing Date:

When filled



**1105 North Hunt Club Road
Gurnee, Illinois 60031**

Woodland School District 50 is an Equal Opportunity Educator/Employer. We are committed to building a culturally diverse workforce and educational environment by hiring individuals who support and contribute to the diversity and excellence of our student and academic programs through their teaching and service to our students, parents and the community we serve.

If you welcome inclusion, equity and diversity, have an unwavering commitment to the success of all students, embrace and celebrate the individuality of our student population with respect to race, ethnicity, and economic status, and seek to celebrate the cultures that contribute to making our district so rich, please join our team! Minority candidates encouraged to apply.

Position Title: Assistant Principal (Anticipated)

Applicants are instructed to address in their application/resume their experiences directly related to each section noted in this posting.

Position Type: Administration - Elementary School

Date Posted: July 26, 2023

Location: Woodland Elementary School

Date Available: August 1, 2023, or soon thereafter

PRIMARY FUNCTION: The assistant principal assists the principal in the administration, organization, safety, supervision, and overall educational leadership of the school.

QUALIFICATIONS

1. License: Professional Educator License (PEL) with a General Administrative Endorsement
2. Education:
 - A. Required – Master’s Degree
 - B. Preferred – Master’s Degree in Educational Leadership
3. Experience:
 - A. Required – IL licensed educator with four (4) years of teaching or school support personnel experience. Proven record of educational leadership. Experience working with a diverse population of students. Illinois Qualified Teacher Evaluator.
 - B. Preferred – IL licensed educator with three (3) years administrative experience and four (4) years of teaching or school support personnel experience in a public school setting. Proven record of educational leadership. Experience working with a diverse population of students. Illinois Qualified Teacher Evaluator. Spanish speaking preferred.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the overall administration of the school.
2. Serves as an instructional leader of the school regarding curriculum, instruction, data-based decision-making, and staff development.
3. Effectively evaluates staff performance which includes providing staff with accurate feedback following the District teacher evaluation plan and the administrative procedures and practices.
4. Under the direction of the principal, the assistant principal leads the school in the absence of the principal.
5. Assists in the development and maintenance of all school-related schedules, including but not limited to bus duty, lunch, recess, and master schedule.
6. Works with faculty in compiling the annual budget requests.
7. Oversees the inventory of educational materials and the requisition of supplies, textbooks, and equipment; maintains records and checks on receipts for materials.
8. Responsible for conducting all appropriate safety drills including fire, evacuation, shelter-in-place, lockdown, and bus drills.
9. Monitors the attendance of students, and makes referrals to the appropriate district offices and outside agencies as warranted.
10. Assists in maintaining discipline throughout the student body, and assigns discipline when required as authorized by the Board of Education.

11. Responsible for maintaining public relations with the community and fully utilizing community resources to enrich the learning program.
12. Attends and participates in administrative team meetings and other meetings as directed by the principal or district leadership.
13. Participates in the design and implementation of a school-wide Multi-Tiered Systems of Support (MTSS) plan.
14. Coordinates local and state assessments.
15. Supervises and monitors extracurricular programming.
16. Acts in an advisory capacity on matters pertaining to the formulation and execution of District policy and practices.
17. Works collaboratively with staff in the best interest of the students.
18. Leads and/or assists in all complaints and investigations.
19. Assists in recruiting and hiring staff.
20. Keeps the school and district leadership informed regarding the condition of the school, its operation, and activities.
21. Serves as Section 504 Coordinator.

KNOWLEDGE, SKILLS AND ABILITIES:

- **Planning and Preparation** – Responsible for demonstrating knowledge of content and pedagogy, students, and resources. Design coherent instruction and select appropriate instructional activities, and has the ability to assess student learning.
- **Classroom Environment** – Responsible for creating an environment of respect and rapport, establishes a culture for learning, manages classroom procedures, manages student's behavior, and has the ability to organize physical space.
- **Instruction** – Communicates clearly and accurately, uses questioning and discussion techniques, engages students in learning, provides feedback to students, and demonstrates flexibility and responsiveness.
- **Professional Responsibility** – Reflects on teaching, must maintain accurate records, communicates professionally, contributes to the school and district, grows and develops professionally, and shows professionalism.

Technical: Competent in digital environments including but not limited to; Google Suite, student management systems, learning management systems, databases, spreadsheets, Microsoft Office, district email system, the district's attendance system, etc.

Interpersonal: Ability to develop and maintain positive relationships with students, staff, parents, businesses and community. Strong organization, communication and interpersonal skills. Comprehensive strategic thinking and rapid problem-solving skills to effectively handle crisis that arise. Ability to cope with deadline pressures. Creative problem solver. Ability to facilitate meetings efficiently. Empathetic, humanistic and

open-minded. Strong sense of teamwork. Strategic thinker. Must be able to make difficult decisions that impact the organization in a positive sense. Must be able to work harmoniously with the community, students, parents, staff, and administration, etc. Must be able to communicate effectively with students, parents and staff. Must exhibit sound judgment in dealing with people. Must have strong organizational skills.

DISTRICT CORE COMPETENCIES:

1. Support the establishment of mutual respect and equal human dignity across the entire school community.
2. Welcomes inclusion, equity and diversity.
3. Have an unwavering commitment to the success of all students.
4. Understanding that your identity may be different than students, parents, and staff, you are willing to put those differences aside for the success of all students.
5. Regardless of the identities of students, staff, or parents, works collaboratively to build a successful relationship with them.
6. Willingly anticipate, identify and adopt change.
7. Engage in all job-related interactions and activities, with contacts from within and outside the District, in a courteous and professional manner.
8. Communicate with styles that are approachable and respectful.
9. Participate in professional development and training to become more effective and efficient.
10. Take initiative to manage multiple tasks.
11. Effectively organize work to be as productive as possible.

PHYSICAL DEMANDS:

Manual Dexterity: Work requires definite skilled and accurate physical operations requiring some closely coordination performance.

Physical Effort: Work requires handling average weight materials or equipment, but not for sustained periods.

Working Conditions: Some exposure to definitely disagreeable elements may exist, i.e., temperature changes, use of steps/stairs, walking long distances throughout the building, etc.

TERMS OF EMPLOYMENT: 200 days; Monday thru Friday

SALARY RANGE: Salary and benefits established by the Board of Education

HOW TO APPLY: Internal applicants should apply online at www.dist50.net and attach a resume to the online application. External applicants should apply online at www.dist50.net and attach three letters of recommendations, resume and transcript(s) to the online application.

All applicants must be willing to interview in person and demonstrate skills through a situational analysis. Applicants will be contacted within three weeks if invited for an interview. Minority candidates are encouraged to apply.

Further information regarding this position may be obtained by contacting:

CONTACT PERSON:

Mr. Jared Reardon
Principal
jreardon@dist50.net
(847) 984-8902

APPLICATION DEADLINE: When filled

Woodland School District 50 is an Equal Opportunity Employer with established policies prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions, or other legally protected categories. The Associate Superintendent of Educational Services (847-596-5631) addresses questions regarding student discrimination and serves as the Districts Title IX Coordinator, and the Executive Director of Human Resources (847-596-5640) answers questions concerning employment discrimination.