

New Berlin CUSD #16

JOB DESCRIPTION

Position Title: Pre-K – 8th Grade Assistant Principal

Qualifications:

1. Hold a MS or MA in school administration with a valid IL certificate – Type 75.
2. Hold a valid teaching certificate with at least four (4) years of teaching experience.
3. Professional image, actions, communications and working relationships are required at all times.
3. Excellent written and oral communication skills, ability to maintain confidentiality and strong computer skills.
4. Establish and maintain effective and courteous working relationships with staff, students, parents, and community members.
5. Ability to lead and manage others in addition to strong organizational, time management and conflict resolutions skills.

Department: School Administration

Location: Elementary Office

Reports to: Superintendent

FLSA Class: Exempt

Revised Date: 05/21/26

Job Goal: The primary responsibility is to assist the building principals in providing leadership necessary to improve teaching and learning in order to maintain a safe, pleasant, and productive place to work and learn.

Performance Responsibilities:

1. Serve as the instructional leader of the school by promoting instructional improvement within the school, monitor student achievement, and foster staff development activities for each staff member.
2. Enforce student handbook and assign consequences for handbook infractions.
3. Work with the Superintendent and administrative team to direct educational program by evaluating, developing, and reviewing the curriculum and communicate changing needs.
4. Ensure all Board policies, administrative procedures, staff and student handbooks are effectively communicated and followed.
5. In conjunction with the staff, provide for the health, safety and welfare of the students.
6. Lead a positive school climate where all children can learn and succeed.
7. Assist the principal in supervising, evaluating the performance through a formal review process, and discipline teachers, educational support staff assigned to perform specific responsibilities in the school. This may require recommendations to the Superintendent and Board non-renewal, remediation, and/or dismissal of staff.
8. Assist in interviewing and orienting all new personnel.
9. Maintain communication systems with students, parents, staff, and other interested publics.
10. Assist with the proper maintenance and use of school facilities and equipment.

11. Conduct meetings of the staff and faculty as are necessary for the proper functioning of the school and/or in accordance with administrative directive.
12. Submit reports and records as required by district policy, procedure, law or administrative directive.
13. Assist with public relations and events for the building.
14. Attend IEP meetings assigned by case managers as well as assist with all academic and behavior interventions.
15. Lead and administer the 504 process.
16. Keep abreast of changes and developments in the profession by attending meetings, reading professional journals, and networking with other professionals in the field.
17. Serve as a contributing and responsible member of the district administrative team.
18. Perform all other duties necessary to the position and such other duties as may be assigned by the Principal and/or Superintendent.

TERMS OF EMPLOYMENT: This is a 10-month position working 200 days. The salary and work year will be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy of Evaluation of professional personnel.

New Berlin CUSD #16 is an Equal Employment Opportunity Employer

By signing this below, I hereby acknowledge and understand the duties and qualifications of this position. The School District retains the right to revise or amend this job description at any time during the employee's employment with the District.

Name: _____

Date: _____