

**DeKalb CUSD 428**  
**Job Description**

**Position Title:** Elementary School Assistant Principal  
**Department:** Elementary  
**Supervisor:** Elementary School Principal  
**Calendar:** 200 Days  
**FLSA Status:** Exempt  
**Affiliation:** Unaffiliated  
**Date:** March 18, 2019

### **Objective**

The purpose of this position is to assist the building principal in organizing and fostering a positive, safe environment that is conducive to best meeting the needs of all students, staff and parents. This includes such responsibilities as: leading, directing, counseling and supervising a variety of personnel and programs; creating effective parent, teacher, child communications, supporting, encouraging, mentoring, and evaluating staff; fostering teamwork between teachers and amongst staff and parents; and managing budget items.

### **Essential Duties and Responsibilities**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ensures that all actions are compliant with established Board policies as well as the mission, vision and values defined by the district and Board of Education.
2. Carries out such additional duties as required or as conditions necessitate.
3. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
4. Shares in responsibility of student discipline
5. Member of PBIS Teams
6. Participates in data team meetings
7. Shares in responsibility of supervising/being at evening events
8. Supervisory duties before/during/after school
9. Evaluates certified and non-certified staff
10. Other duties as assigned as related to specific/special programs that are housed in buildings
11. Participates in IEP/504 meetings
12. Member of BLT and other school based planning/curriculum meetings
13. Participates in and helps plan staff meetings, staff development activities
14. Assists with hiring process
15. Assists with planning and supervision of Summer Enrichment Academy (summer school)
16. Reports to principal, other duties as assigned by principal or superintendent designee

**Qualifications**

1. Valid Illinois Type 75 Certificate or license authorizing services as an Elementary School Assistant Principal.
2. Completion of evaluation modules/retraining so that certified staff can be evaluated annually.

**Knowledge, Skills and Abilities**

1. An administrative leadership style based on effective human relations and a continuous improvement model.
2. Visible accessibility.
3. Excellent communication, presentation, and listening skills.
4. The vision, compassion and enthusiasm for effective team leadership to motivate high standards and continuous improvement.
5. Demonstrated knowledge of best practices in working with a diverse student population
6. Knowledge of MTSS as it relates to student behavior (PBIS) and student achievement

**Supervisory Responsibility**

Yes – Students and Staff

**Position TRS Eligible**

Yes

**Work Environment**

Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent. Outside and off campus supervision is sometimes required.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

**Education and Experience**

1. Master's Degree, from an accredited college or university, with training in administration, supervision, and curriculum development at the middle school level.
2. Three to five years teaching experience at the elementary/middle school level or as a school administrator at the elementary/middle school level.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

| The physical activity of this position. <i>(Please check all blocks that apply)</i> |  |
|---|--|
| <input type="checkbox"/>  | A. Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.   |
| <input type="checkbox"/>  | B. Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. |
| <input type="checkbox"/>  | C. Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.   |
| <input checked="" type="checkbox"/>   | D. Kneeling. Bending legs at knee to come to a rest on knee or knees.  |
| <input checked="" type="checkbox"/>   | E. Crouching. Bending the body downward and forward by bending leg and spine.  |
| <input checked="" type="checkbox"/>   | F. Crawling. Moving about on hands and knees or hands and feet.  |
| <input checked="" type="checkbox"/>   | G. Reaching. Extending hand(s) and arm(s) in any direction.  |
| <input checked="" type="checkbox"/>   | H. Standing. Particularly for sustained periods of time.   |
| <input checked="" type="checkbox"/>   | I. Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.   |
| <input checked="" type="checkbox"/>   | J. Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.  |

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| <input checked="" type="checkbox"/>  | K. | Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.  |
| <input checked="" type="checkbox"/>  | L. | Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.   |
| <input checked="" type="checkbox"/>  | M. | Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.   |
| <input checked="" type="checkbox"/>  | N. | Grasping. Applying pressure to an object with the fingers and palm.   |
| <input checked="" type="checkbox"/>  | O. | Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.  |
| <input checked="" type="checkbox"/>  | P. | Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.  |
| <input checked="" type="checkbox"/>  | Q. | Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.  |
| <input checked="" type="checkbox"/>  | R. | Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.  |
| <b>The physical requirements of this position. (Please check only one block)</b> |    |   |
| <input type="checkbox"/>   | A. | Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |
| <input type="checkbox"/>   | B. | Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.                           |
| <input checked="" type="checkbox"/>  | C. | Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.  |
| <input type="checkbox"/>   | D. | Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.  |

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| <input type="checkbox"/>   | E. | Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.  |
| <b>The visual acuity requirements including color, depth perception, and field vision. (Please check only one block)</b> |    |   |
| <input checked="" type="checkbox"/>  | A. | The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes. |
| <input type="checkbox"/>   | B. | The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.                                      |
| <input type="checkbox"/>   | C. | The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.  |
| <input type="checkbox"/>   | D. | The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)  |
| <b>The conditions the worker will be subject to in this position. (Please check all blocks that apply)</b>               |    |   |
| <input checked="" type="checkbox"/>  | A. | The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.   |
| <input type="checkbox"/>   | B. | The worker is subject to outside environmental conditions. No effective protection from the weather.  |
| <input checked="" type="checkbox"/>  | C. | The worker is subject to both environmental conditions. Activities occur inside and outside.  |
| <input type="checkbox"/>   | D. | The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.   |
| <input type="checkbox"/>   | E. | The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.  |

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| <input type="checkbox"/>            | F. | The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.  |
| <input type="checkbox"/>            | G. | The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.   |
| <input type="checkbox"/>            | H. | The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals. |
| <input type="checkbox"/>            | I. | The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.   |
| <input type="checkbox"/>            | J. | The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.  |
| <input checked="" type="checkbox"/> | K. | The worker is required to function in narrow aisles or passageways.   |
| <input type="checkbox"/>            | L. | None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)   |

### Signatures

This job description has been approved by all levels of management:

Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: Click or tap to enter a date.

HR Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: Click or tap to enter a date.

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.*

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: Click or tap to enter a date.