

March 7, 2018
Job # 959



**ASSISTANT PRINCIPAL - COLLINSVILLE MIDDLE SCHOOL
JOB DESCRIPTION**

CATEGORY: ADMINISTRATION

GENERAL QUALIFICATIONS:

1. Applicant must hold a valid Illinois Type 75 administrative license or equivalent
2. Demonstrated successful teaching and leadership experience, preferably at the middle school level
3. Advanced skills relating to staff supervision and program administration

RESPONSIBILITIES:

1. Coordinate the day-to-day supervision and operation of the school with the principal or individually in the principal's absence.
2. Work in a cooperative manner with students, parents, and staff members to promote and provide leadership for the school's educational program.
3. Maintain student discipline in the building, on the school grounds and on the buses to insure the safety and welfare of students, staff and the school facility.
4. Provide the best educational program possible by supervising and evaluating certified and non-certified staff.
5. Work with Pupil Personnel Services to insure that individualized education and 504 plans are developed, implemented and evaluated for students with identified needs.
6. Attend after-school and evening activities to provide the supervision necessary for participants and spectators.
7. Maintain a high standard of ethics in all professional relationships.
8. Participate in staff meetings and other in-service training programs.
9. Attend conferences, workshops, and administrators' academies in order to improve professional knowledge and stay abreast of current trends or innovative concepts in education.
10. Coordinate the collection, analysis and dissemination of various forms of data for the purpose of school improvement work at Collinsville Middle School.
11. Perform other duties as assigned by the Collinsville Middle School principal.

JOB APPLICATION PROCESS

Interested candidates must complete and submit the following required information by **March 16, 2018** to be considered for this position:

Online Submission

1. Completed online application. You can verify receipt of your online application by emailing Sharon Putz at sputz@cusd.kahoks.org.
2. Cover letter. The cover letter may be uploaded through the online application process.
3. Resume. The resume may be uploaded through the online application process

Additional Documentation Required

1. 3 Letters of reference.

2. Transcripts from all colleges and/or universities from which you graduated with a bachelor's degree or higher. Unofficial transcripts will be accepted for the initial screening of applicants.
3. Copies of all current certifications held (teaching, administration, etc.)
4. Completed writing sample narrative (see below).

All materials should be hand delivered, mailed or emailed to Sharon Putz, Secretary to the Director of Human Resources – sputz@cusd.kahoks.org) by **4 p.m. on March 16, 2018**. If the applicant chooses to email materials, they should be in an Adobe (.pdf) or Word (.doc) format.

WRITING SAMPLE NARRATIVE

Individuals interested in the position of Assistant Principal at Collinsville Middle School are required to respond to the following questions as part of the application process. Your printed document should contain your full name as well as the date of submission.

Directions: Please compose and type a narrative that addresses the following questions:

1. Describe your experience working with middle school students.
2. Describe your experience with curriculum development.
3. Describe your experience with school improvement planning.
4. Describe your experience with Response to Intervention (RtI).
5. Describe your experience working with special education students and staff.
6. Describe your leadership style and the leadership roles that you have held and/or currently hold.
7. Describe the steps that you would take during your first semester as an assistant principal at Collinsville Middle School.