



KINNIKINNICK CCSD NO. 131
VACANCY ANNOUNCEMENT
CERTIFICATED ADMINISTRATIVE PERSONNEL
JANUARY 3, 2024

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|--------------------------|---|
| 1. POSITION: | Assistant Principal
Roscoe Middle School (Grades 6-8)
2024-2025 |
| 2. QUALIFICATIONS: | Illinois Administrative License with
general administrative endorsement

Minimum of 5 years teaching experience. |
| 3. TERM OF EMPLOYMENT | Ten (10) month contract
Responsible to the RMS Principal |
| 4. SALARY | Determined by the Board of Education |
| 5. START DATE | August 5, 2024 |
| 6. APPLICATION DEADLINE: | February 3, 2024 |

Application Requirements:

Submit a hard copy of the following: letter of interest, resume, completed application form (www.kinn131.org), university transcripts, and credentials to Keli Freedlund, Superintendent, Kinnikinnick Community Consolidated School District No. 131, 5410 Pine Lane, Roscoe, Illinois 61073.

Phone: 815-623-2837
Fax: 815-623-9285

Kinnikinnick Community Consolidated Schools
District No. 131

Job Description
Assistant Building Principal

QUALIFICATIONS:

1. Illinois Professional Educator License (PEL) with General Administrative Endorsement.
2. Ability to work effectively with students, teachers, parents, support personnel and administration.
3. Minimum of 5 years teaching experience
4. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent and Building Principal

JOB GOALS: To assist the principal in providing school-wide leadership.

PERFORMANCE RESPONSIBILITIES:

1. Assist the principal in the overall administration and instructional leadership of the school.
2. Serves as the principal in the absence of the building principal.
3. Evaluates teachers and non-certified staff as assigned by the principal.
4. Collaborates and assists principals on preparation of schedules of classes, staff and team meetings and extracurricular activities.
5. Assists with supervision of students on campus including, but not limited to, bus, lunch, hallway and extracurricular activities.
6. Co-leads in safety inspections and safety drill practice activities.
7. Supervises the reporting and monitoring of student attendance and works with truancy officer for investigative follow-up actions.
8. Maintains and addresses student disciplinary issues and confers with building principal.
9. Attends special education meetings at the request of the principal or special education administrator.
10. Performs data collection and dissemination as directed by the principal.
11. Carries out any other tasks and responsibilities as assigned by the principal or superintendent.

TERMS OF EMPLOYMENT:

10 month contract. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy in Evaluation of Professional Personnel.

Updated Dec. 2023