

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Webmaster

CLASSIFICATION:

Administrator:

GEEA

ESP: _____ AFSCME _____ EXEMPT

DEPARTMENT:

Administration

APPROVED BY: _____

DATE: _____

REPORTS TO:

Director of Technology

GENERAL RESPONSIBILITIES

Webmaster organizes and manages the District 41 website and Intranet and is responsible for network support in fielding user-related issues in the areas of desktops, applications, Internet connectivity. Occasionally, work may also be directed at other technologies including servers, infrastructure, and databases. Also assists with the development and production of internal and external communications.

ESSENTIAL LEADERSHIP SKILLS

This person is typically:

- Customer-facing and therefore is professional in approach, communication, and responsiveness.
- Able to multi-task and prioritize (as often there are competing pressures and deadlines)
- Troubleshooter – is able to analyze sources for errors
- Recognizes boundaries of knowledge and is not afraid to escalate as appropriate.

DISTRICT 41 LEADERSHIP CORE VALUES

Leaders in District 41 are expected to demonstrate:

1. **Learning-Centered Education** places the focus on the needs of schools, classrooms students and self. A learning-centered leader sets high expectations for all students staff, and self and is committed to system design that supports performance excellence for all students. In a learner-centered system, students take active responsibility for their learning and staff take responsibility to support student learning.
2. **Visionary Leadership** requires leaders to set and communicate clear, visible direction and high expectations. Leaders foster a sense of urgency to accomplish mission, and model visible commitment to continual improvement principles and practices every day.
3. **Organizational and Personal Learning** means leaders engage staff students, and self as full participants in learning and contributors to improvement at the organization and individual level.
4. **Valuing Faculty, Staff and Partners** requires the investment in the on-going development of knowledge, capabilities, skills utilization, morale and motivation of all faculty, staff, students and the practice of building internal and external partnerships to better accomplish overall goals.
5. **Managing for Innovation** requires leaders to focus on creating new and innovative approaches to improving performance and stakeholder value.
6. **Systems Perspective** requires leaders to use core values and seven continuous improvement categories as the building blocks of the overall organization using a systems approach at every level.
7. **Management by Facts** requires a leader to use decision-making based on measurement, data, information, and analysis of results, applied to the management of the organization. Leaders help the organization understand that decisions made in absence of measurement, information, data and analysis result in “random acts of improvement” which are costly and time consuming.
8. **Focus on the Future** requires a leader to make a long-term commitment to students and to all stakeholders – community, employers, faculty, and staff.
9. **Public Responsibility and Citizenship** requires a leader to practice good citizenship and shifting from compliance to commitment to be a contributing member of the community and adding value.
10. **Agility** requires faster and more flexible response to the needs of customers, students and stakeholders.
11. **Focus on Results and Creating Value** requires a leader to develop and use performance indicators that communicate requirements, monitor actual performance, and marshal broadly-based support for improving results. Results must be aligned and balanced to reflect the priorities of the district and departments and reported regularly to the stakeholders.

TASK AREAS:

1. Assists with executing communication strategies and objectives as they pertain to the Website(s).
2. Consults with Superintendent, Assistant Superintendents and Directors to plan Website development as necessary.
3. Refreshes Website and Intranet content to insure accuracy, relevance and timeliness of information and images on a daily basis.
4. Creates graphic design/layout for web.
5. Assists with the creation of communication materials as needed.
6. Coordinates communication schedules and web placement on a regular basis.
7. Stays abreast of industry trends and all applicable technologies, including scripting, security issues, authoring tools, and graphic design tools on a regular basis.
8. Integrates new technologies into Website and Intranet as needed.
9. Analyzes traffic to Website and recommends any necessary programming changes as needed.
10. Manages a variety of technology and communication.
11. Assesses the technology needs of the District for administrative function and instruction.
12. Provides continuing review and enforcement of acceptable use policy.
13. Manages data in support of Board goals.
14. Manages data in support of personnel administration.
15. Manages data in support of contract negotiations.
16. Performs any other duties as assigned.

KNOWLEDGE AND SKILLS

- Handle confidential information discretely and professionally.
- Proficient computer skills including, but not limited to Microsoft Office and Outlook.
- Ability to use discretion and exercise sound judgment.
- Critical thinker and problem solver.
- Effective oral and written communication skills and strong interpersonal skills.
- Ability to exercise appropriate initiative and work independently.
- Good organizational and time management skills.
- Team mindset.
- Creativity.
- Ambition to excel in technology.
- Strong project management skills and follow through.

EDUCATION AND CREDENTIALING

- Microsoft Certified Systems Administrators (MCSAs) preferred
 - administers network and systems environments based on the Microsoft Windows platforms. Specializations include MCSA: Messaging and MCSA: Security.
- CompTIA A+ Certification (or similar level of displayed knowledge)
 - proves that you have a broad base of knowledge and competency in core hardware and operating system technologies including installation, configuration, diagnosing, preventive maintenance and basic networking.
- Bachelor's Degree in Marketing or related field preferred.

DIRECT REPORTS TO THIS POSITION

- None

EVALUATION

- The Director of Technology reviews performance annually.

WORK YEAR

- 260 Days

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.	X	X		
Pushing/pulling carts, dollies, etc.		X		
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.				X
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.	X	X		
Disciplining and when necessary, discharging employees.	X	X		
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Senior Network Administrator

CLASSIFICATION:

Administrator:

GEEA

ESP:

_____ AFSCME

_____ EXEMPT

DEPARTMENT:

Administration

APPROVED BY:

REPORTS TO:

Director of Technology

DATE:

GENERAL RESPONSIBILITIES

The Senior Network Administrator is responsible for network management including servers, desktops, applications, databases, Internet connectivity, infrastructure and system documentation.

ESSENTIAL LEADERSHIP SKILLS

This person is typically:

- the highest escalation point for resolution of technical issues.
- the source for internally-derived network and design improvements
- the main technical contact point for external vendors

DISTRICT 41 LEADERSHIP CORE VALUES

Leaders in District 41 are expected to demonstrate:

1. **Learning-Centered Education** places the focus on the needs of schools, classrooms students and self. A learning-centered leader sets high expectations for all students staff, and self and is committed to system design that supports performance excellence for all students. In a learner-centered system, students take active responsibility for their learning and staff take responsibility to support student learning.
2. **Visionary Leadership** requires leaders to set and communicate clear, visible direction and high expectations. Leaders foster a sense of urgency to accomplish mission, and model visible commitment to continual improvement principles and practices every day.
3. **Organizational and Personal Learning** means leaders engage staff students, and self as full participants in learning and contributors to improvement at the organization and individual level.
4. **Valuing Faculty, Staff and Partners** requires the investment in the on-going development of knowledge, capabilities, skills utilization, morale and motivation of all faculty, staff, students and the practice of building internal and external partnerships to better accomplish overall goals.
5. **Managing for Innovation** requires leaders to focus on creating new and innovative approaches to

improving performance and stakeholder value.

6. **Systems Perspective** requires leaders to use core values and seven continuous improvement categories as the building blocks of the overall organization using a systems approach at every level.
7. **Management by Facts** requires a leader to use decision-making based on measurement, data, information, and analysis of results, applied to the management of the organization. Leaders help the organization understand that decisions made in absence of measurement, information, data and analysis result in “random acts of improvement” which are costly and time consuming.
8. **Focus on the Future** requires a leader to make a long-term commitment to students and to all stakeholders – community, employers, faculty, and staff.
9. **Public Responsibility and Citizenship** requires a leader to practice good citizenship and shifting from compliance to commitment to be a contributing member of the community and adding value.
10. **Agility** requires faster and more flexible response to the needs of customers, students and stakeholders.
11. **Focus on Results and Creating Value** requires a leader to develop and use performance indicators that communicate requirements, monitor actual performance, and marshal broadly-based support for improving results. Results must be aligned and balanced to reflect the priorities of the district and departments and reported regularly to the stakeholders.

TASK AREAS:

1. Troubleshoots and corrects computer hardware, software, and configuration issues.
2. Troubleshoots and corrects printer hardware, software, and configuration issues.
3. Maintains Help Desk service call logs and prepares monthly status report.
4. Assigns and deletes user passwords as directed and maintains log of same.
5. Assigns and deletes user e-mail accounts as directed and maintains District’s e-mail distribution lists.
6. Maintains documentation of all District network diagrams, hardware specifications, and hardware inventory.
7. Coordinates service calls on NetTV units with service provider.
8. Drives to locations within the District to provide support as detailed above, obeying Illinois laws.
9. Assists the Assistant Superintendent for Finance, Facilities and Operations in the development of financial scenarios.
10. Assesses the technology needs of the District for administrative function and instruction.
11. Provides continuing review and enforcement of acceptable use policy.
12. Manages data in support of Board goals.
13. Manages data in support of personnel administration.
14. Manages data in support of contract negotiations.
15. Performs any other duties as assigned.

KNOWLEDGE AND SKILLS

- Handle confidential information discretely and professionally.
- Proficient computer skills including, but not limited to Microsoft Office and Outlook.
- Ability to use discretion and exercise sound judgment.
- Critical thinker and problem solver.
- Effective oral and written communication skills and strong interpersonal skills.
- Ability to exercise appropriate initiative and work independently.
- Good organizational and time management skills.

EDUCATION AND CREDENTIALING

- Microsoft Certified Systems Administrators (MCSAs) required
 - Administers network and systems environments based on the Microsoft Windows platforms. Specializations include MCSA: Messaging and MCSA: Security.
- Microsoft Certified Systems Engineer (MCSE) credentials preferred.
 - Designs and implements an infrastructure solution based on the Windows platform and Microsoft Servers software. Specializations include MCSE: Messaging and MCSE: Security
- CompTIA A+ Certification (or similar level of displayed knowledge)
 - Proves that you have a broad base of knowledge and competency in core hardware and operating system technologies including installation, configuration, diagnosing, preventive maintenance and basic networking.
- Bachelor's Degree preferred.

DIRECT REPORTS TO THIS POSITION

- Network Support

EVALUATION

- The Director of Technology reviews performance annually.

WORK YEAR

- 260 Days

<u>PHYSICAL ABILITY JOB REQUIREMENTS</u>	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.	X	X		
Pushing/pulling carts, dollies, etc.		X		
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.				X
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.	X	X		
Disciplining and when necessary, discharging employees.	X	X		
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Network Support

CLASSIFICATION:

Administrator:

GEEA

ESP: _____ AFSCME _____ EXEMPT

DEPARTMENT:

Administration

APPROVED BY: _____

DATE: _____

REPORTS TO:

Senior Network Administrator

GENERAL RESPONSIBILITIES

Network Support person is responsible for network support in fielding user-related issues in the areas of desktops, applications, Internet connectivity. Occasionally, work may also be directed at other technologies including servers, infrastructure, and databases.

ESSENTIAL LEADERSHIP SKILLS

This person is typically:

- Customer-facing and therefore is professional in approach, communication, and responsiveness.
- Able to multi-task and prioritize (as often there are competing pressures and deadlines)
- Troubleshooter -- is able to analyze sources for errors
- Recognizes boundaries of knowledge and is not afraid to escalate as appropriate.

DISTRICT 41 LEADERSHIP CORE VALUES

Leaders in District 41 are expected to demonstrate:

1. **Learning-Centered Education** places the focus on the needs of schools, classrooms students and self. A learning-centered leader sets high expectations for all students staff, and self and is committed to system design that supports performance excellence for all students. In a learner-centered system, students take active responsibility for their learning and staff take responsibility to support student learning.
2. **Visionary Leadership** requires leaders to set and communicate clear, visible direction and high expectations. Leaders foster a sense of urgency to accomplish mission, and model visible commitment to continual improvement principles and practices every day.
3. **Organizational and Personal Learning** means leaders engage staff students, and self as full participants in learning and contributors to improvement at the organization and individual level.
4. **Valuing Faculty, Staff and Partners** requires the investment in the on-going development of knowledge, capabilities, skills utilization, morale and motivation of all faculty, staff, students and the practice of building internal and external partnerships to better accomplish overall goals.

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TASK AREAS:

1. Troubleshoots and corrects computer hardware, software, and configuration issues.
2. Troubleshoots and corrects printer hardware, software, and configuration issues.
3. Maintains Help Desk service call logs and prepares monthly status report.
4. Assigns and deletes user passwords as directed and maintains log of same.
5. Assigns and deletes user e-mail accounts as directed and maintains District’s e-mail distribution lists.
6. Maintains documentation of all District network diagrams, hardware specifications, and hardware inventory.
7. Coordinates service calls on NetTV units with service provider.
8. Drives to locations within the District to provide support as detailed above, obeying Illinois laws.
9. Assists the Assistant Superintendent for Finance, Facilities and Operations in the development of financial scenarios.
10. Assesses the technology needs of the District for administrative function and instruction.
11. Provides continuing review and enforcement of acceptable use policy.
12. Manages data in support of Board goals.
13. Manages data in support of personnel administration.
14. Manages data in support of contract negotiations.
15. Performs any other duties as assigned.

KNOWLEDGE AND SKILLS

- Handle confidential information discretely and professionally.
- Proficient computer skills including, but not limited to Microsoft Office and Outlook.
- Ability to use discretion and exercise sound judgment.
- Critical thinker and problem solver.
- Effective oral and written communication skills and strong interpersonal skills.
- Ability to exercise appropriate initiative and work independently.
- Good organizational and time management skills.

EDUCATION AND CREDENTIALING

- Microsoft Certified Systems Administrators (MCSAs) preferred
 - administers network and systems environments based on the Microsoft Windows platforms. Specializations include MCSA: Messaging and MCSA: Security.
- CompTIA A+ Certification (or similar level of displayed knowledge)
 - proves that you have a broad base of knowledge and competency in core hardware and operating system technologies including installation, configuration, diagnosing, preventive maintenance and basic networking.
- Bachelor's Degree preferred.

DIRECT REPORTS TO THIS POSITION

- None

EVALUATION

- The Director of Technology reviews performance annually.

WORK YEAR

- 260 Days

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.	X	X		
Pushing/pulling carts, dollies, etc.		X		
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.				X
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.	X	X		
Disciplining and when necessary, discharging employees.	X	X		
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

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Employee Signature

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Principal

CLASSIFICATION:

Administrator:
 GEEA
 ESP: _____ AFSCME _____ EXEMPT

DEPARTMENT:

Administration

APPROVED BY: _____

DATE: _____

REPORTS TO:

Superintendent

GENERAL RESPONSIBILITIES

The Principal is the instructional leader of the school and serves a majority of their time on curriculum and staff development through both formal and information activities. The principal provides leadership, supervision, and administrative skills to ensure the educational development of each child.

ESSENTIAL LEADERSHIP SKILLS

- Holds and communicates a clear vision for success.
- Focuses on and is knowledgeable about teaching and learning.
- Ensures an inclusive and caring culture.
- Involves all stakeholders.
- Demonstrates ethical behavior.
- Understands the political, social, economic, legal, and cultural context of learning.
- Ensures continuous improvement and performance excellence using Baldrige criteria.

DISTRICT 41 LEADERSHIP CORE VALUES

Leaders in District 41 are expected to demonstrate:

- 1. Learning-Centered Education** places the focus on the needs of schools, classrooms students and self. A learning-centered leader sets high expectations for all students staff, and self and is committed to system design that supports performance excellence for all students. In a learner-centered system, students take active responsibility for their learning and staff take responsibility to support student learning.
- 2. Visionary Leadership** requires leaders to set and communicate clear, visible direction and high expectations. Leaders foster a sense of urgency to accomplish mission, and model visible commitment to continual improvement principles and practices every day.
- 3. Organizational and Personal Learning** means leaders engage staff students, and self as full participants in learning and contributors to improvement at the organization and individual level.
- 4. Valuing Faculty, Staff and Partners** requires the investment in the on-going development of knowledge, capabilities, skills utilization, morale and motivation of all faculty, staff, students and the practice of building

internal and external partnerships to better accomplish overall goals.

5. **Managing for Innovation** requires leaders to focus on creating new and innovative approaches to improving performance and stakeholder value.
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8. **Focus on the Future** requires a leader to make a long-term commitment to students and to all stakeholders – community, employers, faculty, and staff.
9. **Public Responsibility and Citizenship** requires a leader to practice good citizenship and shifting from compliance to commitment to be a contributing member of the community and adding value.
10. **Agility** requires faster and more flexible response to the needs of customers, students and stakeholders.
11. **Focus on Results and Creating Value** requires a leader to develop and use performance indicators that communicate requirements, monitor actual performance, and marshal broadly-based support for improving results. Results must be aligned and balanced to reflect the priorities of the district and departments and reported regularly to the stakeholders.

SPECIFIC TASK AREA: INSTRUCTIONAL LEADERSHIP

1. Establishes and maintains high standards and expectations for self, students, and staff.
2. Devotes at least 51% of their time supervising the school’s educational program.
3. Promotes parent and community member understanding and development.
4. Assists in the development, revision, and evaluation of curriculum.
5. Maintains a safe, orderly, and purposeful school climate.
6. Maintains high standards of student conduct and affords due process rights of students and others.
7. Monitors the progression of students’ skills development.
8. Leads the building School Improvement Team and is responsible for submitting annual goals to the Superintendent and producing a summary report.
9. Works with staff to develop and implement an ongoing School Improvement Plan.
10. Ensures the accomplishment of building and District goals.
11. Promotes articulation among the elementary schools, the junior high school and Glenbard West High School.

SPECIFIC TASK AREA: COMMUNITY RELATIONS AND OUTREACH

12. Establishes open lines of communication among parents, staff, students, administration and the Board of Education.
13. Communicates clearly and concisely in all venues.
14. Uses building and District publications to increase understanding of the District’s programs and people, challenges, and celebrations.
15. Acts as a liaison between the school and community, interpreting activities and policies of the school and encouraging participation and volunteerism in appropriate areas.

SPECIFIC TASK AREA: FACILITY AND BUSINESS OPERATIONS

16. Develops short-term and long-term plans for school facilities utilization.
17. Develops, implements, and manages the building level budget and participates in the District level budgeting process.
18. Assumes responsibility for the accurate and punctual preparation of all school reports required by at the District, State, and Federal levels and by other agencies.
19. Oversees the procedures for purchasing and using appropriate supplies, equipment and materials.
20. Supervises and directs buildings and grounds maintenance and custodian activities.

SPECIFIC TASK AREA: PERSONNEL

21. Participates in the recruitment, selection, and assignment of all building personnel.
22. Supervises and evaluates personnel assigned to the building to promote professional growth and advance student achievement.
23. Recommends dismissal of staff assigned to the building whose work is unsatisfactory according to established procedures.
24. Assists with contract negotiations.

SPECIFIC TASK AREA: OTHER SERVICES

25. Assumes responsibility for the supervision and implementation of the school's extra curricular activities.
26. Monitors use of school by outside groups.
27. Assumes other duties as assigned by the Superintendent.

KNOWLEDGE AND SKILLS

- Handle confidential information discretely and professionally.
- Proficient computer skills including, but not limited to Microsoft Office and Outlook.
- Ability to use discretion and exercise sound judgment.
- Critical thinker and problem solver.
- Effective oral and written communication skills and strong interpersonal skills.
- Ability to exercise appropriate initiative and work independently.
- Good organizational and time management skills.

EDUCATION AND CREDENTIALING

- Bachelors' and Masters' Degrees
- Type 75 Certificate

DIRECT REPORTS TO THIS POSITION

- Assistant Principals
- Building teachers
- Building classified staff

EVALUATION

- The Superintendent reviews performance annually.

WORK YEAR

- 260 Days

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing			X	
Seeing			X	
Hearing			X	
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.	X			
Pushing/pulling carts, dollies, etc.		X		
Climbing ladders, scaffolding, etc.		X		
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.				X
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.				X
Disciplining and when necessary, discharging employees.				X
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.	X			
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Assistant Principal

CLASSIFICATION:

Administrator:

GEEA

ESP:

_____ AFSCME

_____ EXEMPT

DEPARTMENT:

Administration

APPROVED BY:

DATE:

REPORTS TO:

Principal

GENERAL RESPONSIBILITIES

The Assistant Principal assists the School Principal and staff in advancing student achievement and in assuming duties that assure the smooth operation of the school.

ESSENTIAL LEADERSHIP SKILLS

- Holds and communicates a clear vision for success.
- Focuses on and is knowledgeable about teaching and learning.
- Ensures an inclusive and caring culture.
- Involves all stakeholders.
- Demonstrates ethical behavior.
- Understands the political, social, economic, legal, and cultural context of learning.
- Ensures continuous improvement and performance excellence using Baldrige criteria.

DISTRICT 41 LEADERSHIP CORE VALUES

Leaders in District 41 are expected to demonstrate:

1. **Learning-Centered Education** places the focus on the needs of schools, classrooms students and self. A learning-centered leader sets high expectations for all students staff, and self and is committed to system design that supports performance excellence for all students. In a learner-centered system, students take active responsibility for their learning and staff take responsibility to support student learning.
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4. **Valuing Faculty, Staff and Partners** requires the investment in the on-going development of knowledge, capabilities, skills utilization, morale and motivation of all faculty, staff, students and the practice of building internal and external partnerships to better accomplish overall goals.

5. **Managing for Innovation** requires leaders to focus on creating new and innovative approaches to improving performance and stakeholder value.
6. **Systems Perspective** requires leaders to use core values and seven continuous improvement categories as the building blocks of the overall organization using a systems approach at every level.
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8. **Focus on the Future** requires a leader to make a long-term commitment to students and to all stakeholders – community, employers, faculty, and staff.
9. **Public Responsibility and Citizenship** requires a leader to practice good citizenship and shifting from compliance to commitment to be a contributing member of the community and adding value.
10. **Agility** requires faster and more flexible response to the needs of customers, students and stakeholders.
11. **Focus on Results and Creating Value** requires a leader to develop and use performance indicators that communicate requirements, monitor actual performance, and marshal broadly-based support for improving results. Results must be aligned and balanced to reflect the priorities of the district and departments and reported regularly to the stakeholders.

SPECIFIC TASK AREA: INSTRUCTIONAL LEADERSHIP AND PERSONNEL

1. Supervises and evaluates personnel assigned by the principal for the purpose of improving instruction and advancing student achievement.
2. Maintains a safe, orderly, and purposeful school climate.
3. Contributes to the development and accomplishment of building and District goals.
4. Participates in the recruitment, selection, and assignment of all building personnel as assigned by the principal.
5. Assistants with contract negotiations.

SPECIFIC TASK AREA: COMMUNITY RELATIONS AND OUTREACH

6. Establishes open lines of communication among parents, staff, students, administration, and the Board of Education.
7. Communicates clearly and concisely in all venues.
8. Uses building and District publications to increase understanding of the District’s programs and people, challenges and celebrations.
9. Acts as a liaison between the school and community, interpreting activities and policies of the school and encouraging participation and volunteerism in appropriate areas.

SPECIFIC TASK AREA: FACILITY AND BUSINESS OPERATIONS

10. Supervises and directs buildings and grounds maintenance and custodian activities, as directed by the principal.
11. Assumes all other duties and responsibilities as assigned by the school principal.
12. Serves all duties in the principal’s absence.

SPECIFIC TASK AREA: STUDENT SERVICES COORDINATOR

13. Receive and process teacher referrals to SST.
14. Organize and distribute the SST agenda
15. Chair SST meetings and monitor the typing and distribution of SST notes
16. Act as a resource to classroom teachers regarding interventions recommended by SST.
17. When appropriate, meeting with parents to obtain consent for educational assessments or input and consent for special education eligibility evaluations/reevaluations.
18. Initiate and monitor the completion of the Evaluation Log for each student for whom evaluation/reevaluation has been recommended by the SST
19. Monitor the completion of all eligibility evaluations/reevaluations within the required sixty school day limit.
20. Coordinate the scheduling of all IEP conferences through the SST and facilitate the distribution of conference notices to all appropriate parties.
21. Attend and chair IEP conferences.
22. Provide support to special education staff in the use of the CASE IEP computer software.
23. Monitor the use and availability of all special education forms.
24. Coordinate, with the Special Services Department and the Curriculum Department, all building level staff development activities related to special education, ESL, Gifted, Technology and Reading Improvement.
25. As appropriate, act as liaison between special services staff and parents.
26. Coordinates building wide intervention/support programs, short-term or long-term (i.e.: lunch buddies, cross-grade tutors, new student programs, etc.
27. Coordinates transfer of special education files/student records.
28. Directs the implementation of the school safety plan and building safety in general, including lunchrooms and traffic flow.
29. Directs student discipline as designated by the principal.
30. Assumes all other duties assigned by the Director of Special Education.

KNOWLEDGE AND SKILLS

- Handle confidential information discretely and professionally.
- Proficient computer skills including, but not limited to Microsoft Office and Outlook.
- Ability to use discretion and exercise sound judgment.
- Critical thinker and problem solver.
- Effective oral and written communication skills and strong interpersonal skills.
- Ability to exercise appropriate initiative and work independently.
- Good organizational and time management skills.

EDUCATION AND CREDENTIALING

- Bachelors' and Masters' Degrees
- Type 75 Certificate

DIRECT REPORTS TO THIS POSITION

- None

EVALUATION

- The Principal and Director of Special Education reviews performance annually.

WORK YEAR

- 201 -- Middle School
- 191 -- Elementary School

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing			X	
Seeing			X	
Hearing			X	
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.	X			
Pushing/pulling carts, dollies, etc.		X		
Climbing ladders, scaffolding, etc.		X		
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.				X
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.				X
Disciplining and when necessary, discharging employees.				X
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.	X			
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature