



JOB DESCRIPTION

Position Title: Assistant Principal

Position Summary:

The Assistant Principal serves as an educational leader and a spiritual exemplar of the school. Emphasizing qualities of excellence, commitment, creativity, and innovation in all school endeavors, the Assistant Principal helps guide a community committed to the development of the whole child. The Assistant Principal works collaboratively with the Principal and the administrative team to achieve its vision and mission. The Assistant Principal is responsible for collaboratively establishing, demonstrating, and promoting the highest standards and expectations for academic performance, behavior, and spiritual growth of all students, as well as directing and nurturing all members of the school personnel and the school parents, who are recognized as the primary educators of their own Children.

Reports To: Principal

Essential Responsibilities

- Oversees and maintains compliance of accreditation standards and guidelines, including ISBE (Illinois State Board of Education) and COGNIA.
- Supports school-level planning of processes to ensure development, implementation, and evaluation of all school programs and activities.
- Provides orientation for new faculty as needed.
- Administers standardized exams.
- Oversees work for department heads.
- Steer school-wide professional development program.
- Coordinate all teacher evaluations under the direction of the Principal.
- Approve the selection of instructional materials and textbooks and supplies.
- Review, evaluation and provide feedback on curriculum maps.
- Meet with department heads /ILT during grade level meetings.
- Research new instructional materials and evaluate these materials in terms of effectiveness as teaching aids in the educational program.
- Serve in back up capacity to interview candidates for open vacancies throughout the year.
- Work collaboratively with principal, school-based leadership teams, and teachers to facilitate implementation of a multi-tiered system of support (MTSS) at the school level.
- Create and communicate a MTSS system to staff that meets the needs of the school.
- Monitor the fidelity of implementation of MTSS at school, including the identification of students, delivery of Tier 2 and 3 interventions, and progress monitoring.



- Coach staff on analyzing student needs and identifying research-based interventions across academics, behavior, and social-emotional learning (SEL).
- Help establish data collection and analysis procedures through a data system (like Otus) to inform decision-making around student needs and district/school resource allocation.
- Develop meeting cadences and agenda for the School MTSS Committee.
- Coordinate and facilitate MTSS professional development and training for school-based and district staff.
- Compile and report on effectiveness of interventions monthly to improve school systems.
- Develop and maintain positive working relationships with families, staff, and community members.
- Serve as a member of the admission committee to address the recruitment and admission process for new students.
- Facilitates the student discipline hearing process, including notifications to stakeholders, preparation of correspondence, agreements, and opinions on behalf of the school in connection with student disciplinary hearings.
- Coordinates placement or referrals of students from the hearing process, from completion of long-term suspension or expulsion period and alternate school program, and from transfer of students not in good standing.
- Prepares discipline summaries and reports, including reports summarizing findings and recommendations to Principal and School Board.
- Research issues and reviews documents, policies, regulations, and action items within the School System for accuracy, consequences, and policy implications on an ongoing basis and efficacy prior to administrative proceedings.
- Collaborates with other departments to ensure a comprehensive approach to discipline and behavior is in place.
- Ensures annual preparation and printing of student handbook, including student behavior code, to be distributed by schools on the first day of school
- Works closely with the Principal and collaborates with administrative staff to review. and implement all policies and strategic initiatives associated with the functioning of the school on academic, operational, and administrative matters as directed by the Principal.
- Prepare and maintain master schedule for all school, student, and teachers.
- Assist the principal with school projects when scheduled and/or as directed.
- Assists in preparing the faculty binder for EACH new teacher and staff before the first. day of school.
- Maintain all documents on the Google faculty classroom.
- Supervise setting up events for admin such as PTC days, open house, quarterly staff. appreciation, picture day, open house monthly late start Monday, graduations, etc.



Qualification:

- A master's degree in educational administration is required.
- A minimum of 7 years of school teaching and/or administrative experience is required.
- Type 75 Certification is required.
- Commitment to an ongoing understanding of education in Islamic Schools as they continue to evolve.
- Excellent oral and written communication skills, including public speaking skills. and operational functions of an organization and the ability to apply this knowledge in decision making.
- Commitment to ongoing professional growth through reading, classes, workshops, conferences, etc.
- Ability to articulate an educational vision that incorporates the best aspects of secular, religious, and spiritual education.
- Experience with various leadership strategies when dealing with parents, boards, and alumni.
- Possesses a broad understanding of curriculum, instruction, and student assessment procedures.

Disclaimer:

The above describes the general nature of work expected by the applicant in this role. While most items are covered, it is not intended to be an exhaustive list of all responsibilities and duties that may be assigned.