

Joseph Academy

Responsibilities of the Teaching Assistant Principal

(Type 75 Certificate Required)

Duties include but are not limited to:

1. Maintain a regular teaching load of at least 3 classes per semester
2. Serve as the Case Manager for at least 50% of the student population
Manage IEP process and paperwork
Maintain regular dialogue with district personnel
Attend IEP meetings
3. Manage the Joseph Academy Program in Conjunction with and in the absence of the Principal
Supervise all activities throughout the school day
Oversee all decisions made in a crisis situation
Attend prescheduled meetings as needed
Participate in the in-take process as needed
Participate in the interview process as needed
4. Evaluate and Supervise Staff
Follow the Joseph Academy evaluation procedures and timelines
Conduct regular observations of homeroom teams and provide timely feedback
Make recommendations to Principal regarding any needed mentoring, training, or remediation
In conjunction with the Principal, evaluate and supervise curriculum and instruction
5. Monitor Graduation Requirements and Facilitate Credit Reporting Process
Update graduation requirements yearly by district
Monitor graduation evaluation requests
Spot check grad sheets at the end of each trimester
Set timelines for schedule and grade entry
Facilitate report card and transcript process
6. Assist in the Planning and Coordination of State Assessments
(Access, ISAT, SAT, PARCC, ISA, PE, Etc.)
7. Assist in the Management of General Schedule and Assignments
Oversee daily coverage
Manage daily school schedule of staff and classes

Joseph Academy

Niles, IL

send resume and cover letter to: mschack@josephacademy.org

