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