



PEKIN
COMMUNITY
HIGH SCHOOL
DISTRICT 303

320 Stadium Drive, Pekin, IL 61554



Dr. Sheila Coussens-Martin, Assistant Superintendent

Phone (309) 477-4228 Fax (309) 477-4376 Email smartin@pekinhigh.net

NOTICE OF PERSONNEL OPENING

POSITION:

Assistant Principal

REPORTS TO:

Principal

ANTICIPATED START DATE:

August 2024

TERMS OF EMPLOYMENT:

Full-time, 10 month position, salary as per contract with differential which covers additional days beyond regular school year and additional time after the school day required to meet the duties of the position.

QUALIFICATIONS:

Valid Illinois Educator License with General Administrative Endorsement or be enrolled in an approved Principalship Program and shall present evidence of successful teaching and/or leadership experience.

DUTIES/RESPONSIBILITIES:

The Assistant Principal is a member of the administrative team and reports directly to the Principal. As such, the Assistant Principal is expected to initiate communication with the Principal on a regular basis that will ensure that the Principal is well informed of ongoing building level activities and/or issues that fall under the assistant's assigned duties/responsibilities. The Assistant Principal will have the primary responsibility to educate and support classroom teachers in instructional best practices.

Specific responsibilities include but are not limited to:

- Seen as an instructional leader and dedicates a majority of his/her time to instructional rather than managerial tasks including but not limited to:

An Equal Opportunity Employer

www.pekinhigh.net

- Student Achievement
 - Instructional and Intervention Strategies
 - Curriculum alignment and integrity
 - A visible presence in classes throughout the school day
- Communicate and demonstrate researched-based instructional practices (Danielson framework) that result in increased student performance.
- Evaluate and supervise teachers as well as clerical and non-certified personnel as assigned.
- Serves as the department chairperson for the Deans' Office, supervising the discipline referrals of students as well as serving as the first level of appeal for all disciplinary issues.
- Serves as the department chairperson for the Nurses' Office.
- Oversees Alternative School.
- Assist in the coordination of Open House, Parent-Teacher Conferences, and summer check out for staff.
- Coordinates standardized testing such as the SAT series, Placement Testing, and the State Science Assessment.
- Coordinates scheduled activities and school events throughout the school year.
- Collaborates with Buildings and Grounds staff and oversees security to ensure effective building usage and supervision of events.
- Effectively communicates with faculty, staff, parents, and students on a regular basis.
- Coordinates the assignment of teacher loads and hallway supervision schedules.
- Supervises students before and after school, during passing periods, and at extracurricular activities.
- Assists with student registration.
- Coordinates various student activities including but not limited to prom, homecoming, and various other Student Council activities.
- Coordinates all mandated safety inspections and drill activities.
- Coordinates curricular testing schedules including dates for student grade submission.

- Coordinates and facilitates New Teacher Orientation Programs as well as the Substitute Teacher Orientation Programs.
- Manages the collection of various student fees including but not limited to instructional fees, course fees, and lunch fees.
- Approves and coordinates all PCHS fundraising activities.
- Perform such other duties and assume such other responsibilities as may be assigned.

Interested external candidates should upload all materials into Applitrack by 3:00 p.m. on March 28, 2024. A letter of interest, resume detailing educational background and experience, and letters of recommendation should be submitted.

ON-LINE APPLICATION LINK:

<http://www.applitrack.com/pekinhigh/onlineapp/>

Internal candidates should email Dr. Coussens-Martin (smartin@pekinhigh.net) with a letter of interest, updated resume, and letters of recommendation by March 28, 2024.

March 14, 2024



WHY JOIN THE PCHS TEAM?

Our top-notch educators function as a large family, and our vibrant, positive culture is dedicated to the success of all students.

Our extensive programs and courses connect to the ever-changing world and prepare students for post-high school pursuits in college, training, careers, and military.

Various student programs serve our school and community while providing training for our students, including an in-house daycare/preschool for employees' children (ages 6 weeks through Pre-K), a restaurant within the school where you can have lunch or plan a cross-curricular culinary experience, an automotive program where you can have your car serviced, a graphic design class that can create your brochures or posters, and many more.

We are a 1:1 school, and we strive to offer the most effective technology to benefit instruction and ensure digital citizenship.

We offer support for teachers new to PCHS in the form of peer mentorships, instructional coaching, and a wide variety of professional development opportunities.

We are financially stable, consistently earning ISBE's highest financial profile recognition status.

Learn more by watching our informational video and following PCHS on social media!

<https://www.youtube.com/watch?v=3ASpAhkl7fc>

