



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 (Curriculum)

REPORTS TO:

Principal

ANTICIPATED START DATE:

August 2024

TERMS OF EMPLOYMENT:

Full-time, 10 month position; salary commensurate with qualifications and experience.

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 the following:

- Seen as an instructional leader and dedicates a majority of his/her time to instructional leadership rather than managerial tasks, including but not limited to:
 - Student achievement
 - Instructional and intervention strategies
 - Curriculum alignment and integrity

An Equal Opportunity Employer

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- A visible presence in classes throughout the school day
- Communicate and ensure implementation of research-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.
- Collaborate with Department Chairs about matters of curriculum.
- Effectively communicates with faculty, staff, parents, and students on a regular basis.
- Supervise students before and after school, during passing periods, and at extracurricular activities.
- Serve as department chairperson for the Counseling Office.
- Coordinate student registration and student scheduling.
- Coordinate 8th grade testing, orientation, programming, and tours.
- Coordinate early college, dual credit, and advanced placement opportunities.
- Collaborate with the Athletic Director in updating academic requirements for post-high school athletic participation (ex. NCAA Clearinghouse).
- Conduct teacher conferences as necessary.
- Monitor homeless student identification and support and communicate to the district homeless liaison.
- Coordinate ELL identification, testing, and support.
- Monitor all student transfers into and out of the district in collaboration with the other Assistant Principal.
- Enforce Board policies in coordination with the Regional Office of Education.
- Gather, disseminate, and use data used in scheduling and student achievement reports.
- Oversee the MTSS program, including Guided Learning interventions as well as Credit Recovery opportunities.
- Oversee the scholarship process.

- Coordinate standardized testing.
- 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 April 16, 2024. A letter of interest, resume detailing educational background and experience, and letters of recommendation should be included.

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 April 16, 2024.

March 26, 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>

