

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Assistant Principal – High School

Qualifications:

1. Illinois Type 75 Certification or equivalent
2. Master's degree or above
3. Previous, successful experience as a school administrator (preferred)
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To: Principal

Supervises: Staff members as assigned

Objective: To use leadership, supervisory and administrative skills to promote the educational development of students and staff, to relieve the principal of duties that prevent him/her from fulfilling his/her chief responsibility of promoting the educational wellbeing of each student in the school during the school year, and to coordinate summer programs and activities that enhance the District's educational objectives

Performance Responsibilities:

I. CURRICULUM AND INSTRUCTIONAL LEADERSHIP

- A. Participates in the development of the District's curriculum
- B. Monitors the appropriateness and the delivery of the instructional program
- C. Maintains high standards of student conduct and enforces discipline, as necessary, to provide a proper learning environment
- D. Assists in establishing a building time schedule and calendar that provides maximum learning time by scheduling classes and school/community activities.
- E. Assists in communicating and defining building level goals and objectives that are consistent with District curriculum

II. PERSONNEL, SUPERVISION, EVALUATION, AND STAFF DEVELOPMENT

- A. Adheres to the District's Affirmative Action/Equal Employment Opportunities policies and follows building and area of supervision guidelines established for screening, interviewing, selecting, assigning, and hiring employees
- B. Implements the District's supervision and evaluation program for all designated certified, classified, and substitute staff assigned to the building
- C. Assists in planning and administering staff development activities
- D. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications, and/or enrolls in advanced courses)
- E. Oversees on-site construction, remodeling, life-safety implementation and maintenance
- F. Shares responsibility for the planning, implementation, coordination, and supervision of extracurricular and fundraising programs
- G. Shares responsibility for assembly programs, field trips, school exhibits, contests and drives, school elections, and commencement

III. SCHOOL MANAGEMENT

- A. Plans and administers the use of school facilities

- B. Prepares and maintains reports, records, lists, and all other paperwork as assigned by the building principal
- C. Maintains responsibility for the operation, maintenance, custodial services, and equipment in the building
- D. Participates in district meetings and such other meetings as are required or appropriate
- E. Assumes responsibility and authority for the school in the absence of the principal
- G. Assists and consults with such local community agencies as the police, fire, and health departments with reference to inspections, drills, and security
- H. Oversees bulletins and announcements, locker and key assignments, and the care and collection of funds
- I. Aids Content Area Chairs and teachers in the requisition and procurement of equipment, supplies, and instructional materials
- J. Assists with orientation and in-service activities for staff, the preparation of staff handbooks, and in the interpretation of the total school program and policies to staff
- K. Supervises record keeping and student data processing

IV. SCHOOL/COMMUNITY RELATIONS

- A. Participates in building advisory committees within District guidelines
- B. Shares the responsibility to communicate the total school program and encourages the community to participate in school life
- C. Serves, as requested, with parent, faculty, and student groups in advancing educational and related activities and objectives
- D. Coordinates parent mailings/news releases
- E. Communicates with other schools in the district.

V. OTHER RESPONSIBILITIES

- A. Performs other related duties as assigned

Terms of Employment: Salary, benefits, and work year to be established by the Board of Education

Evaluation: Performance will be evaluated by the Principal in accordance with the District's plan for evaluation of Principals & Assistant Principals

Status: Created May 13, 1991
Last Revised February 15, 2013