

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4  
Champaign, Illinois

TITLE: Assistant Principal - Middle School

QUALIFICATIONS:

1. Illinois Type 75 certificate or equivalent
2. Masters degree or above
3. Prior teaching and/or administrative experience at the level to be assigned
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

SUPERVISES: Staff members designated by the principal

JOB GOALS: To use leadership, supervisory and administrative skills so as to promote the educational development of students and staff.

To accomplish this goal, the major focus will be on curriculum and instruction, supervision and evaluation of staff and staff development.

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. Works with the principal to establish a building time schedule and calendar that provides maximum learning time.
  - E. Communicates and defines building learning goals and objectives that are consistent with District curriculum.
  - F. Monitors, in conjunction with the principal, student progress and relies on performance data to make decisions concerning student learning.
- 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. As assigned, implements the District's supervision and evaluation program for all certified and classified staff assigned to the building.
  - C. Works with the principal to plan and administer staff development activities for all staff within the building.
  - D. Works with appropriate personnel to support and participate in the development and implementation of district-wide staff development activities.
  - E. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications and/or enrolls in advanced courses).
- III. SCHOOL MANAGEMENT
  - A. As assigned, plans, develops, and administers the building decentralized budget and the school activity accounts within District guidelines.
  - B. Plans and administers the use of school facilities and provides for the supervision of staff using the facilities.
  - C. As assigned, prepares or supervises the preparation of reports, records, lists, and all other paper work required, within the given time lines.
  - D. Assumes responsibility for the implementation and observation of all Board policies and regulations by the schools' staff and students.
  - E. Conducts meetings of the staff as necessary for the proper functioning of the schools.
  - F. Participates in district meetings and such other meetings as are required or appropriate.
  - G. Assumes responsibility for the school in the absence of the principal.
  - H. Attends athletic and social activities scheduled by the school.

IV. SCHOOL/COMMUNITY RELATIONS

- A. Acts as liaison between the school and the community, interpreting activities and policies of the school and District while encouraging community participation in school life.
- B. Performs all other duties necessary to his/her office and such other duties as may be assigned by the Board of Education or the Superintendent of Schools.

TERMS OF EMPLOYMENT: Salary, fringe benefits, and work year to be established by the Board of Education.

EVALUATION: Performance in this position will be evaluated annually by the Principal in accordance with the Board's policy on administrative evaluation.

Approved May 13, 1991  
*Reviewed 2007*