

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Associate Principal/Summer School Principal – High School

Qualifications:

1. Illinois Administrative Licensure
2. Completion of State-approved prequalification modules to serve as a Teacher Evaluator prior to start date
3. Prior teaching and/or administrative experience at the level to be assigned
4. Such alternatives to the above qualifications as the Board of Education 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. Acts as the summer school principal for one half of the high school summer school program
- B. Collaborates with the other summer school principal to hire and train staff, schedule students, and coordinate other activities necessary for the implementation of a quality program
- C. Oversees summer orientation for students identified for the District's Early Intervention Plan
- D. Monitors and modifies existing tiered interventions
- E. Plans and coordinates Freshman Orientation and other orientation activities as assigned
- F. Coordinates summer AVID activities as assigned
- G. Coordinates building tours for students and families to ease students' transitions into high school
- H. Serves as the back-up principal for the Novak Academy during the summer months, as directed
- I. Serves as the lead assistant principal, as directed by the building principal
- J. 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

FLSA Status: Exempt

Status: Created February 15, 2013
Last Revised (Title Change) May 23, 2023