

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

TITLE: Associate Principal - High School

QUALIFICATIONS: 1. Illinois Type 75 certificate or equivalent
2. Masters degree or above
3. Experience desired at the level to be assigned
4. Such alternatives to the above qualifications as the Board may find appropriate an 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 assist the principal in improving academic achievement for all students.

PERFORMANCE RESPONSIBILITIES:

I. CURRICULUM AND INSTRUCTIONAL LEADERSHIP

- A. Participates in the development of the District's curriculum and assists in monitoring implementation.
- B. Monitors the effective 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. This responsibility includes the scheduling of classes and school/community activities.
- E. Assists in communicating and defining building level goals and objectives that are consistent with District curriculum.
- F. Supports student achievement through collaboration about specific student needs.

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 and classified 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. Shares responsibility for the planning, implementation, coordination, and supervision of the extracurricular and fund-raising programs.
- F. Shares responsibility for assembly programs, field trips, school exhibits, contests and drives, school elections, and commencement.
- G. Identifies instructional issues quickly and supports appropriate staff in effective resolution of the problems.
- H. Supervises the clerical and custodial staffs.
- I. Supervises the substitute teacher program on the building level.

III. SCHOOL MANAGEMENT

- A. Plans and administers the use of school facilities.
- B. Prepares 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. Oversees on-site construction, remodeling, life-safety implementation and maintenance.
- F. Assumes responsibility and authority for the school in the absence of the principal.

Associate Principal - High School cont.

- 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 department heads and teachers in the requisition and procurement of equipment, supplies, and instructional materials.
 - J. Leads analysis of student data as directed by the principal.
 - K. Assists in the orientation program for teachers and inservice activities, in the preparation of faculty handbooks, and in the interpretation of the total school program and policies to teachers.
 - L. 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 staff and student success to appropriate district personnel.

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
Revised October 8, 2010