

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4  
Champaign, Illinois

Title: Associate Principal/Summer School Principal – Middle 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
- F. Supports student achievement through collaboration about specific student needs

II. 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. Participates in District meetings and such other meetings as are required or appropriate
- D. Assumes responsibility and authority for the school in the absence of the principal
- E. Aids Content Area Chairs and teachers in the requisition and procurement of equipment, supplies, and instructional materials
- F. Assists with the supervision of athletic, co-curricular, and other after hours activities as directed
- G. Supervises record keeping and student data processing

III. 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. Communicates with other schools in the District

IV. 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, hiring, and assigning employees
- B. Implements the District's supervision and evaluation program for all designated licensed, classified, and substitute staff assigned to the building
- C. Develops department policies and makes recommendations regarding district policies and negotiated agreements
- D. Assists with the preparation of staff handbook and in the interpretation of the total school program and policies to staff
- E. Assists in planning and administering staff development activities

V. OTHER RESPONSIBILITIES

- A. Jointly serves as summer school principal for the middle 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. Monitors and modifies existing tiered interventions
- D. Collaborates with community partners to develop and implement additional programming to support students and families
- E. In cooperation with middle and elementary school Principals, coordinates family outreach efforts, with a specific emphasis on ensuring smooth transitions for students in need of additional support transitioning from elementary school to middle school
- F. Completes special projects and initiatives as directed by the Principal
- G. In cooperation with the Human Resources Department, develops and maintains comprehensive building level procedures for new teacher onboarding and retention that can be replicated across the District
- H. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications, and/or enrolls in advanced courses)
- I. 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 April 26, 2017