

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Assistant Principal – Elementary 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

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 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, 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

III. SCHOOL MANAGEMENT

- A. Serves as the primary administrative contact for classroom management, student discipline, and student attendance matters
- 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. Assists with the planning and supervision of co-curricular and other after hours activities as directed
- F. 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. Communicates with other schools in the District

V. OTHER RESPONSIBILITIES

A. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications, and/or enrolls in advanced courses)

B. 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 2009
Last Revised April 19, 2017