



Community Unit School District 300 Job Description

Position Title: Assistant Principal – High School	
Work Days: 261/260	Employee Group: Administration
Reports To: Associate Principal of Instruction	Date of Preparation: March 2026

Position definition: To support the Associate Principal of Instruction and the Principal in providing leadership and supervision of the high school’s educational program in order to promote the academic growth and achievement of all students. This role assists in implementing and monitoring programs aligned with Board of Education policies, administrative procedures, rules, regulations, and applicable law. The Assistant Principal also contributes to the development and continuous improvement of instructional programs and supports professional learning and growth for staff.

Duties and Responsibilities:

- Assists in the development and administration of school programs consistent with school district goals and objectives.
- Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of educational programs, including curricular and extracurricular activities.
- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
- Assists in ensuring that Board policies and procedures are implemented and followed at the school.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops, or professional meetings, or by conducting research on best educational practices.
- Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to support best instructional practices.
- Supervises and leads professional development for staff and departments as assigned.
- Assists in coordinating the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices.
- Conducts ongoing assessment of student learning and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
- Leads or supports the coordination of local, state, and national assessments.
- Assists in the recruitment and selection of employees, the proper maintenance of employee personnel files, the administration and compliance of collective bargaining agreements, corrective action, and other human resource issues.
- Involves staff in the evaluation of current programs, in the planning of new programs, and with implementation of curriculum adoptions.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct and attendance conform with the school's standards and school district policies.
- Supervises and evaluates teaching staff and other building employees in accordance with the school district's evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued employment.



- Leads or supports the development and expansion of CTE programs and career pathways by fostering dual credit opportunities and building partnerships with colleges, industry, and community organizations to provide students with equitable access to real-world learning experiences and postsecondary success.
- Assists in the budgetary and financial affairs of the school, consistent with school district policies.

Additional Duties:

- Performs other related tasks as assigned by the Principal, Superintendent, and other central office administrators as designated by the Superintendent.

Qualifications:

Certification

- Valid Illinois Professional Educator License (PEL) with General Administrative Endorsement
- Valid Illinois Professional Educator License (PEL) with Teacher Evaluator (Modules 1-5)

Knowledge, Skills, and Abilities

- Knowledge of current teaching methods and educational pedagogy, as well as differentiates instruction based upon student learning styles.
- Knowledge of high school curriculum and concepts.
- Knowledge of best practices in administration, program evaluation, and staff supervision.
- Knowledge of data information systems, data analysis, and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education.
- Ability to use computer network systems and software applications as needed.
- Effective verbal and written communication skills.
- Ability to develop and implement projects.
- Ability to communicate effectively with students and parents.
- Ability to organize multiple tasks and conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance, and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Demonstrated successful leadership experience
- Demonstrated ability to communicate effectively to a broad audience
- The ability to model best practices in the use of technology in the classroom and in their administrative capacity
- The ability to be highly visible in the school community
- Preferred experience working with a Three-Tiered Intervention Model
- Ability to develop positive working relationships with students, staff, and parents
- Demonstrated success in working with Danielson Framework for Teacher Evaluation
- Thorough knowledge and understanding of the High School concept
- Demonstrated ability to work with students and families from diverse backgrounds

**Experience**

- Extensive successful teaching experience, preferably at the High School level, and preferably in more than one grade level.
- Successful experience as an administrator preferred.

Performance Evaluation/Accountability

- Performance evaluated annually in accordance with Illinois School Code and D300 Administrative Procedure

Disclaimer: The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.