



Community Unit School District 300 Job Description

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| Position Title: Associate Principal of Operations – High School | |
| Work Days: 261 | Employee Group: Administration |
| Reports To: Principal | Date of preparation: October 2017 Revision: April 2024 |

Position definition: The Associate Principal of Operations is responsible for setting the vision for achieving and sustaining high levels of student achievement and strategically implementing the school’s mission through effective leadership of all stakeholders, including faculty, staff, student, parents, and the community. The principal oversees all aspects of the instructional program, school environment and the operational/fiscal health of the school.

The Associate Principal of Operations shares the responsibility for overall learning environment, safety, and management of the school with the Principal and other building administrators.

Duties and Responsibilities:

- Works with the administrators to achieve the goals of the district's strategic plan and the School Improvement Plan;
- Assists the principal and other administrators with creating and managing the learning environment, safety, and management of the building;
- Coordinates with the Athletic Director the student activities, before and after school programming;
- Works with other Associate Principals for Operations and central office personnel to coordinate a comprehensive, consistent educational program and to acquire educational materials and services
- Oversees building's construction and upkeep of facilities, grounds, and parking areas;
- Works with central office personnel and school staff to foster professional growth;
- Assists the principal with parent and community support and involvement;
- Works with the principal and other appropriate administrators in articulation with middle schools and institutions of higher learning;
- Makes recommendations for employment, granting of tenure, dismissing staff, sanctioning staff, and identifying/retaining staff;
- Supervises and evaluates the Building Manager, Assistant Principals and Deans;
- Works with the principal and other administrators to create and implement programs for the recognition of achievement of students, staff, and school;
- Assists with supervision of evening and weekend school-related events;
- Assists in the administration of the school day and may be delegated to assume the duties of other administrators in their absence

Education:

- Valid Illinois Professional Educator License (PEL) with General Administrator Endorsement
- Doctoral coursework preferred



Knowledge:

- Administrative Dean of Students experience preferred
- Administrative Assistant Principal experience preferred
- Previous supervisory experience as building-level administrator required
- Extensive knowledge of policy and procedures as it relates to building operations and maintenance;
- Knowledge of high schools and ability to work with both students and adults;
- Goal-oriented with strong team-building skills;
- Active involvement in professional organizations that highlight new trends in education.

Abilities:

- Ability to effectively contribute to the accomplishment of organization and department goals as outlined in the district strategic plan;
- Ability to work effectively with diverse groups of individuals, ranging from employees to parents of students;
- Ability to effectively lead/facilitate group processes;
- Ability to work effectively and collaboratively with administrators, faculty, staff, students and external entities to raise academic performance;
- Ability to work in a fast-paced, high-performing, and at times, unpredictable environment;
- Ability to work under pressure and meet deadlines;
- Demonstrate strong work ethic, accept responsibility, and demonstrate the ability to be self-motivated;
- Ability to take the initiative to resolve problems without direction;
- Ability to process large amounts of information and organize the information to present it to various individuals who do not possess firsthand knowledge of the situation;
- Ability to work well with other people in a team oriented environment;
- Ability to analyze and interpret data for decision making;
- Ability to incorporate and translate organizational and department missions into day-to-day practices;
- Ability to effectively supervise and evaluate administrators and certified staff members;
- Ability to use effective instructional strategies and techniques;
- Ability to assess the effectiveness of programs and activities;
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from them;
- Ability to use computer-driven word processing, spreadsheet, and file maintenance programs and software;
- Ability to interpret educational policies and procedures;
- Ability to effectively lead a group of people in day-to-day activities, contributing to the accomplishment of organization and department goals;
- Ability to review and analyze assessment data collected by the District and Illinois State Board of Education.

**Skills:**

- Possess excellent leadership skills.
- Possess enthusiasm and positive interpersonal skills.
- Possess excellent documentation skills.
- Possess excellent organizational skills.
- Possess excellent written and verbal communication skills.
- Possess practical problem-solving skills and solid troubleshooting skills.
- Demonstrate ability to effectively and efficiently utilize technology.
- Possess a desire to learn new things.
- Exhibit self-motivation and ability to work with minimal supervision.
- Possess a growth mindset.
- Ability to seek and implement constructive feedback.

Performance Evaluation/Accountability:

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

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.