



## Community Unit School District 300 Job Description

Position Title: Associate Principal for Curriculum and Instruction – High School	
Work Days: 261/260	Employee Group: Administration
Reports To: Principal	Date of Preparation: October 2017 Revised: December 2024

### Position definition:

The associate principal for curriculum and instruction 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, students, parents, and the community. The Associate of Principal for Curriculum and Instruction shares the responsibility for student learning, the implementation of the district curriculum, quality instruction, and overall management of the school with the other building administrators.

### Duties and Responsibilities:

- Works with the school staff and administrators to achieve the goals of the district's strategic plan and the School Improvement Plan;
- Assists the principal and other administrators with the development, implementation, evaluation, and modification of curricular, instructional, and assessment programs;
- Provides leadership for the scheduling and implementation of course offerings and other learning experiences that enable students to fulfill graduation requirements;
- Coordinates the school's development and implementation of student learning plans and school improvement plans;
- Works with appropriate personnel to determine implications of student assessment data for the purpose of improving the instructional program;
- Works with appropriate personnel to coordinate all special instructional programs, such as bilingual/ESL, special education, AP, Dual Credit, etc.;
- Works with other Associate Principals for C&I and central office personnel to coordinate a comprehensive, consistent educational program and to acquire educational materials and services;
- Collaborates with the District Summer School Coordinator to oversee summer school for building;
- Works with central office personnel and school staff to foster professional growth;
- Facilitates professional learning for staff;
- Facilitates both data review and instructional leadership team meetings;
- 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;
- Supervises and evaluates Division Heads and Counselors;
- Makes recommendations for employment, granting of tenure, dismissing staff, sanctioning staff, and identifying/retaining staff;
- 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 assistant principal and/or division head experience preferred.
- Previous supervisory experience as a building-level administrator is required.
- Extensive knowledge of curriculum, instructional strategies, and assessment practices.
- Knowledge of high schools and ability to work with both students and adults.
- Knowledge of the MTSS process.
- Goal-oriented with strong team-building skills.
- Active involvement in professional organizations that highlight new trends in education.

### **Abilities:**

- Ability to work in a fast-paced, high-performing, and, at times unpredictable environment.
- Ability to respond to change and frequent interruptions productively and positively while meeting deadlines as assigned.
- Ability to utilize strategic thinking and interpersonal skills.
- Ability to collaborate effectively with various stakeholders.
- Ability to take the initiative to resolve problems without direction.
- Ability to process large amounts of information and organize the information to present to various stakeholders.
- Ability to effectively use multiple technologies for communication, job-embedded learning, data analysis, and work efficiency.
- Ability to effectively contribute to the accomplishment of the organizational goals as outlined in the district strategic plan.
- Ability to work with minimal supervision.
- Ability to advocate for the individual school's position effectively while being able to maintain an understanding of both their and the school's role within the larger organization.
- Ability to facilitate crucial conversations in order to improve instructional practices.

### **Skills:**

- Possess excellent leadership skills.
- Possess enthusiasm and positive interpersonal skills.
- Possess excellent documentation skills.
- Possess excellent organizational skills.
- Possess excellent communication skills, verbal and written.
- Possess practical problem-solving skills and solid troubleshooting skills.
- Demonstrate ability to effectively and efficiently utilize technology.
- Possess a desire to learn new things.



- Exhibits self-motivation and ability to work with minimal supervision.

**Performance Evaluation/Accountability:**

- Performance is 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.