

Community Unit School District 308

Job Description Form

Job Title: Assistant Principal

Location:

Division/Department:

Reports to:

Title: Building Principal

Level/Grade:

Cert

TRS

Type of position: Per contract

☐ Full-time

☐ Part-time

☐ Contractor

☐ Intern

Hours Per contract

Work Year: Per Contract

☒ Exempt

☐ Nonexempt

General Description:

To assist the principal in providing schoolwide leadership and to learn the role of the principal

To help students achieve the fullest benefits from both academic and non-academic programs, services, and opportunities of the school.

To prepare students, through personal contact with, and through services offered to, for a responsible position in society by promoting fair play, regular school attendance and self-discipline, by maintaining a climate that enhances and supports meaningful school experiences, and by developing harmonious and effective community participation in school affairs.

Performance Responsibilities:

- Assists the principal in the overall administration of the school.
- Proposes schedules of classes and extracurricular activities.
- Requisitions supplies, textbooks, and equipment, conducts inventories, maintains records and checks on receipts for such material.
- Assists in the conducting of safety inspections and safety drill practice activities.
- Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
- Serves with parent, faculty and student groups as requested in advancing educational and related activities and objectives.
- Performs such recordkeeping functions as the principal may direct.
- Supervises teachers and departments as assigned by the principal.
- Enforces the district discipline policies as established by the Board of Education as well as those mandated by the Illinois School Code and Illinois statutes.

- Provides accurate documentation as required in all cases affecting the safety of students and/or welfare of the school.
- Assists in student orientation in regard to discipline and attendance problems.
- Utilizes discipline tasks such as suspension, probation, and other in accordance with due process procedures.
- Assists in staff development and evaluation activities.
- Participates in the coordination, implementation, scheduling, and supervision of c-curricular activities.
- Works with community and government agencies on problems relating to substance abuse and truancy from school.
- Assists with campus supervision.
- Assists in planning emergency procedures.
- Assists in the evaluation of teachers as assigned by the principal.
- Develops and monitors the building budget.
- Oversees building and grounds.
- Oversees student activities and help develop the calendar.

Education Requirements:

Master's degree with Type 75 administrative certification.

Five year's teaching experience, one year of which should have been at the level assigned.