

Community Unit School District 308

Job Description Form

Job Title: Assistant Principal

Location:

Division/Department:

Reports to:

Title: Building Principal

Level/Grade:	Type of position: Per contract	Hours Per contract
Cert	<input type="checkbox"/> Full-time	Work Year: Per Contract
TRS	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Contractor	<input type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

General Description:

Assistant Principal assists the Principal in providing school-wide leadership; helps students achieve the fullest benefits from both academic and non-academic programs, services, and opportunities of the school; prepares students, through personal contact, and through services offered to them 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.
- Works with department chairs and faculty in compiling the annual budget requests.
- 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.
- Coordinates the Special Education program.
- Oversees building and grounds.
- Oversees student activities and help develop the calendar.

Qualifications:

- Valid Illinois Professional Educator License with Principal or General Administrative Endorsement
- Master's degree in Education.
- Five years of teaching experience, at least one year of which is at the level assigned.
- Prior administrative experience preferred
- Collaborative leadership skills
- Knowledge of strategic planning and school scheduling
- Knowledge of curriculum and best instructional practices
- Ability to evaluate instructional programs and teaching effectiveness
- Strong technological competency
- Ability to communicate ideas and directives clearly and effectively.
- Ability to work harmoniously and effectively with individuals and groups

Working Conditions & Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed materials with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; to bend, stoop, climb stairs, and reach overhead.