

**COMMUNITY UNIT SCHOOL DISTRICT #95**  
**JOB DESCRIPTION**

**Title:** Assistant Principal- Middle School

**Reports To:** Principal

**Salary Range:** Compensatory with experience

**Work Year:** Middle School, 12 month, full-time;

**Certification Requirements:** Teaching Certificate and Type 75 Administrative Certificate

**Primary Responsibility:** The assistant principal's primary responsibility is maintaining student behavior and managing after-school programs and activities.

**Performance Responsibilities:**

1. Responsible to the Principal for the performance of all assigned tasks, duties and the organization and administration of his/her building.
2. Responsible for maintaining a clean and safe building.
3. Through democratic administration and high professional standards, works cooperatively with the teaching staff in the best interests of the students.
4. Responsible for matters pertaining to the health and welfare of the students and teachers.
5. Responsible for maintaining good public relations with the community and for fully utilizing community resources to enrich the learning program.
6. Evaluates all teachers as required and forwards these reports to the Superintendent or designee when due.
7. Monitors the attendance and conduct of students, imposes discipline as authorized by the Board and suspends students in accordance with The School Code.
8. Schedules and monitors dances, assemblies, performances, intramurals, clubs and any other student programs.
9. Maintains the calendar of current activities, school and community, for building usage purposes.

10. Develops and maintains appropriate plans for student supervision, including before school, lunch and after school.
11. Assists with PTO activities as needed.
12. Organizes and supervises the building assessment program, fall semester – Terra Nova/Explore and spring semester – ISAT.
13. Plans, schedules and supervises school photos including all picture days and 8<sup>th</sup> grade pictures.
14. Coordinates the development of the building calendar in the spring.
15. Coordinates and conducts the semi-annual bus evacuation drills.
16. Coordinates the development of the parent-student handbook.
17. Assigns lockers for all students.
18. Coordinates the ordering of graduation gowns and awards.
19. Coordinates athletic schedules with other schools in the Middle School Conference.
20. Performs other tasks as assigned by the Principal.