

CASEY-WESTFIELD COMMUNITY UNIT SCHOOL DISTRICT C-4

JOB DESCRIPTION

TITLE: HIGH SCHOOL ASSISTANT PRINCIPAL

- QUALIFICATIONS:
1. State certification in Educational Administration and/or Supervision
 2. Masters Degree in Educational Administration with training in administration, supervision and secondary curriculum development.
 3. Minimum of three years of successful teaching experience with secondary experience preferred.
 4. Skills, knowledge and abilities
 - a. Ability to exert strong leadership in the field of secondary instruction..
 - b. Ability to make firm decisions in areas of responsibility and delegate responsibility.
 - c. Knowledge of sound secondary educational programs.
 - d. Ability to identify and implement programs at the secondary school level.
 - e. Ability to work effectively and cooperatively with pupils, parents, and school personnel.
 - f. Ability to communicate effectively (oral and written).
 - g. Ability to utilize Technology to perform duties

REPORTS TO: High School Principal

DUTIES AND RESPONSIBILITIES:

1. Assist the Principal in the overall Administration of the school.
2. Maintain presence in the high school building a minimum of regular office hours (7:30 am-4:00 pm).
3. Implement and coordinate the discipline and attendance procedures in the High School.
4. Work with local agencies to maintain discipline and attendance.
5. Make arrangements and supervision for detentions, late-stays, in-school suspensions, etc.
6. Maintain complete and accurate records of attendance and discipline.
7. Assume the Principal's responsibilities on days when the Principal is out of the building.
8. Attend all staff meetings and assist at those meetings as necessary.
9. Assist in the supervision of all home football and athletic activity events. Along with the high school Athletic Director and Principal have input into developing schedules.
10. Assist the Principal in supervision/evaluation of teachers in the high school building.
11. Regular meetings initiated with the Principal to review student issues and staff concerns.
12. Assist in the enforcement and supervision of board policies, faculty and student handbooks.
13. Work with all staff members to facilitate a quality and successful academic and extracurricular program in the high school.

14. Assist the Principal in screening, interviewing, and make recommendations of the best candidates for staff vacancies.
15. Implement school and district policies and procedures.
16. Represent the school, district, and Board of Education in the community and at school functions.
17. Perform other duties as requested and assigned by the Principal.

TERMS OF EMPLOYMENT: Teacher work year plus twenty (20) days.

EVALUATION: Annually by the High School Principal as per the District Principal Evaluation Plan. Professional Practice shall be evaluated using a rubric aligned to The Illinois Performance Standards for School Leaders and include student growth as a significant factor.

COMPENSATION: Determined annually by the Board of Education.

Revised March 22, 2012