



Carbondale Elementary School District No. 95

ADMINISTRATIVE OFFICE
1150 E. Grand Avenue, Suite 2
Carbondale, IL 62901
618.457.3591 FAX ~ 618.457.2043



Janice Pavelonis
Superintendent

POSITION NOTICE **CARBONDALE MIDDLE SCHOOL ASSISTANT PRINCIPAL**

CERTIFICATION: Illinois Professional Educator License (PEL) with Principal Endorsement or General Administrative Endorsement and Teacher Evaluator Modules (1-5) completed.

QUALIFICATIONS: The assistant principal will report to the principal and will be expected to collaborate on school improvement initiatives, evaluate certified staff, have primary responsibility for administering student discipline when necessary, perform general supervision duties during and after school hours, and other specific duties as assigned.

SALARY: Salary Range of \$82,000 - \$86,000 (210-day contract)

CONDITIONS: Contract will begin July 1, 2025.

CONTACT: Christopher Rutledge, Principal
Carbondale Middle School
1150 E. Grand Avenue
Carbondale, IL 62901
(618) 457-2174
ATTN: CMS Assistant Principal

POSTED: January 24, 2025

APPLICATION PROCESS: Online applications will be accepted until position is filled. Only online applications will be accepted and are available on our website at www.ces95.org/employment.

Carbondale Elementary School District is an Equal Opportunity Employer

Board of Education

Catherine Field, President
Renada Greer

Imani McHenry

Markida Roper, Vice President
Stacye Saunders

Corey Cawthon, Secretary
Aimee Wigfall

CES 95 Assistant Principal Job Description

PERFORMANCE RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Evaluates the performance of staff members assigned to the school in accordance with the district evaluation plan and PERA.
2. Enables staff to improve performance and to grow on the job, by providing staff development/in-service or by directing staff to other offerings.
3. Manages the performance of staff assigned to the building as requested by the principal.
4. Functions as the building administrator in the absence of the principal.
5. Assists the principal in the formulation of school policies.
6. Provides supervision during the school day throughout lunch periods as needed.
7. Supervises detention placement and follow up.
8. As a building leader, contributes toward and facilitates the learning needs of the students assigned to the school and obtains the efforts of all staff members through encouragement and example.
9. Recommends and facilitates changes or improvements in all areas of operation which will enable the school and school staff to best serve the needs of the students assigned to the school.
10. Collects, records, stores, and makes available as needed, the data which will assist with sound planning and decision-making for individual students, classrooms, the school, and the district. Manages data in accordance with all privacy acts and district policy.
11. Collaborates with other administrators to further the cause of middle school education and to promote district-wide activities.
12. Oversees records of attendance, tardies, and truancies for students as assigned.
13. Establishes good relationships with school clientele, parents, and business to bring together school and community.
14. Develops a plan for personal and professional growth which enables the assistant principal to become increasingly proficient in fulfilling his/her leadership role.
15. Supports and maintains a positive school climate.
16. Manages all aspects of the physical environment to facilitate the education of students assigned to the school and to ensure the health and safety of students and staff and implements other duties as assigned.
17. Manages the performance of staff assigned to the building as requested by the principal.
18. Assumes all other duties assigned by the building principal and district administration.

Board of Education

Catherine Field, President
Renada Greer

Imani McHenry

Markida Roper, Vice President
Stacye Saunders

Corey Cawthon, Secretary
Aimee Wigfall