



Crete-Monee School District 201-U

JOB DESCRIPTION

TITLE: Middle School Assistant Principal

Purpose Statement

To use leadership, supervisory, and administrative skills in assisting principal to promote the educational development of each student, smooth operation and management of the building, and recommend policy changes that affect building operations

Reports To

Middle School Principal

Supervises

Certified and non-certified staff as directed by the principal

Job Responsibilities

1. Assists the principal in the overall administration of the school
2. Serves as the principal in the absence of the regular principal
3. Assists in identifying, recommending, and supervising initiatives in curriculum, staff development, instructional improvement and assessment
 - a. Assists in the development and implementation of curriculum goals and learning outcomes related to Illinois State Standards
 - b. Assists in the planning and implementation of instructional improvement activities related to learning outcomes
 - c. Assists in the development and implementation of staff development activities
 - d. Performs and monitors activities related to instructional improvement
 - e. Assists in the supervision and evaluation of curriculum/instruction activities of departments/teams
4. Assists in the development and supervision of programs that maintain a positive learning environment
 - a. Designs methods to provide high expectations and performance of administrators, staff, and students
 - b. Monitors compliance with contractual agreements
 - c. Develops and implements initiatives for recognition of students and staff
 - d. Maintains a plan for administrative accessibility for staff, students, and parents
 - e. Recommends and implements concepts which improve student behavior
 - f. Monitors the provision of a safe and clean educational environment

- g. Develops strategies and participates in the shared decision-making of the district's strategic plan and school improvement plan
- 5. Assists in the supervision and evaluation of staff
 - a. Assists in the hiring, nurturing, remediation, and termination decisions of staff
 - b. Performs evaluations on certified and non-certified staff as directed by principal
- 6. Assists in developing and implementing building budget
- 7. Assists in the management of school operations
- 8. Supervises all co-curricular activities
 - a. Assists in the development and monitoring of the procedures which encourage student participation in co-curricular and extra-curricular activities
 - b. Supervise staff involved in student activities
 - c. Assist in developing programs which enhance student leadership qualities
- 9. Assists in the supervision of Special Education program and staff
 - a. Monitor compliance with district, state, and federal rules and regulations
 - b. Monitor the identification of students with special needs and the provision of appropriate services
 - c. Participate in staffings which may result in alternate/outside placements
- 10. Supervises the implementation of the district/school discipline and attendance policies and procedures
 - a. Ensures the consistent implementation of discipline and attendance policies
 - b. Maintain a high visibility to ensure a climate conducive to learning and teaching
- 11. Supervision duties as needed
 - a. Hallways
 - b. Classrooms when needed
 - c. Lunchroom
 - d. Before and after school
 - e. Designated outside and indoor activities
- 12. Meets regularly with principal to review activities as specified
- 13. Assumes responsibility for his/her own professional growth

Job Requirements

- 1. Illinois Type 75 Administrative Certificate
- 2. Prior administrative / teaching experience as requested by Board / Superintendent

Knowledge/Skills/Abilities

Physical Requirements

Terms of Employment

Eleven-month position. Salary to be established by Board

Evaluation

Performance of this job will be evaluated by the building principal in accordance with established procedures for administrative evaluation.