

**Associate/Assistant Principal****Duties and Authority**

The Board of Education employs multiple Associate/Assistant Principals at each school to assist in the leadership and management of the instructional program and building operations. In addition to specific duties, all Associate/Assistant Principals assist the Building Principal in roles such as staff selection and supervision, pupil personnel management, cleaning and maintenance, event and program supervision, school improvement, and program leadership.

**Administrative Relationship**

The Associate/Assistant Principals are employed by the Board of Education and report to the Building Principal.

**Qualifications**

The specific qualifications of the Associate/Assistant Principals will vary by assignment but each must have an academic and experiential background that will enable them to support the Building Principal in the role of the leading and administering the school. Associate/Assistant Principals must at minimum hold a master's degree in educational administration or equivalent and a valid Illinois Type 75 Administrative Certificate issued by the Educator Preparation and Licensure Board or Professional Educator License.

**Evaluation**

The Building Principal shall annually evaluate the Associate/Assistant Principals and make employment recommendations to the Superintendent. The Superintendent will make employment and salary recommendations based upon the Building Principal's evaluation to the Board of Education.

**Compensation and Benefits**

The Board of Education and each Associate/Assistant Principal shall enter into an employment agreement that conforms to Board policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for the Associate/Assistant Principals. These recommendations will be presented to the Board no later than the June Board meeting.

**Terms of Employment**

The work year for the Associate/Assistant Principals shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, Associate/Assistant Principals shall have vacation periods as approved by the Principal.

Adopted: 2/22/10

Revised: 10/15/12; 07/18/16

Reviewed: 03/05/21; 9/14/22