

### **Duties of the Assistant Principal**

#### **1. General Duties**

- a. The Assistant Principal shall perform such duties as are assigned by the Board of Education, Superintendent, or Principal.
- b. Within limits of the law, Board regulations, and instructions from the Superintendent, the Assistant Principal shall assist with the administrative authority of the school he/she is assigned. The Assistant Principal is responsible for a thorough knowledge of all laws, regulations, and instructions governing the Assistant Principal's position. The Assistant Principal shall assist with the coordination of administrative and supervisory activities which occur throughout the district. The Assistant Principal shall be responsible for the administration of school policies in the school which he/she is assigned, and for making available to the staff of the school knowledge of such regulations as they are enacted by the Board of Education or formulated by the Superintendent. The Assistant Principal shall assist with the organization of the school, the assignment of duties of staff members, and the administration of the instructional program.
- c. The Assistant Principal shall handle complaints from patrons or parents which affect the school, investigate the same, refer to the Principal or Superintendent all cases which the Assistant Principal cannot adjust satisfactorily, and comply with the grievance and complaint policies established by the Board of Education and the Superintendent.
- d. The Assistant Principal is responsible for the efficiency of the teachers and other staff members under the Assistant Principal's supervision, and shall evaluate them in accordance with established procedures as may be defined by the Board of Education and the Superintendent.
- e. A job description for Assistant Principal will be adopted from time to time by the Board of Education which the Assistant Principal shall be expected to adhere to.

#### **2. Responsibility and Authority**

- a. The Assistant Principal is directly responsible to the Principal for all aspects of the management of the School which he/she is assigned, and for any general school assignments as delegated by the Principal or Superintendent.
- b. The Assistant Principal is the immediate supervisor to professional and support staff members which he/she is assigned.

#### **3. Specific Duties**

- a. Attend all Board of Education meetings unless excused by the Superintendent.
- b. Participate as a member of the administrative team, with involvement in matters including, but not limited to:
  - i. Evaluation of the curriculum
  - ii. Supervision of buildings and grounds maintenance
  - iii. Creation (& updating) of job descriptions for all positions
  - iv. Analysis of achievement test data
  - v. Scheduling, management, and supervision of co-curricular activities
- c. Participate as a member of the Academic Advisory Council
- d. Review assigned secondary staff members' requisitions and make recommendations to the Principal or Superintendent.
- e. Maintain records, issue reports, send communications, and write documents including the following:
  - i. Class enrollment
  - ii. Class schedule
  - iii. Student records: grades, attendance, test data, health, discipline, accident, and cumulative files
  - iv. Property accounting and inventory

- v. Curriculum handbook - teacher handbook, classified staff handbook, student handbook
  - vi. Semester and yearly plans
  - vii. Evaluations data, staff evaluations, personal improvement plans
  - viii. Weekly/monthly bulletins to parents
  - ix. Daily bulletins to students and teachers
  - f. Conduct teacher performance appraisal per Board Policies and State Law.
  - g. Assist with the administration of staff personal leave, professional leave, and sick leave policies.
  - h. Assist with securing substitutes for staff who are absent.
  - i. Evaluate support staff as assigned.
4. Organizational Expectations and Performance Standards
- a. Leadership and management:
    - i. Establishes clear and appropriate professional and personal goals
    - ii. Demonstrates initiative and alternative approaches to problem solving
    - iii. Exhibits competence in planning and organizing
    - iv. Is effective in implementation and follow-through
    - v. Provides for effective motivational techniques
    - vi. Delegates authority appropriately and effectively.
  - b. Communication:
    - i. Encourages and initiates communication in problem solving
    - ii. Communicates clearly and thoroughly, both verbally and in writing
    - iii. Shows communicative adaptability to pupils, staff, parents, and public.
  - c. Decision making:
    - i. Involves those to be affected in the decision-making process
    - ii. Collects adequate information before making decisions
    - iii. Uses reliable sources of information
    - iv. Does not delay important decisions nor allow pressure to cause hasty decisions
    - v. Explains reasons for decisions to persons affected.
  - d. Responsiveness to others:
    - i. Exhibits openness and humaneness in dealing with others
    - ii. Reacts to mistakes with patience
    - iii. Counsels individuals in private
    - iv. Friendly and open-minded in meeting situations
    - v. Steady and even-tempered when faced with criticism
    - vi. Cooperates well with colleagues
    - vii. Recognizes achievements of students and staff
    - viii. Is an active listener.
  - e. Development and maintenance of effective educational conditions:
    - i. Requires school programs to reflect sound, research based practices consistent with adopted instructional programs and philosophy
    - ii. Assists with the development and execution of plans to monitor and evaluate the effectiveness of programs and the accomplishment of organizational goals
    - iii. Encourages enthusiasm for learning and teaching
    - iv. Provides for a cooperative feeling among students and staff
  - f. Contribution to district cohesiveness:
    - i. Provides effective interpretation and implementation of Board policies and administrative regulations and assumes initiative for suggesting necessary or desirable changes
    - ii. Contributes to the development of sound administrative consensus and supports the implementation of such consensus
    - iii. Expresses concerns regarding individual administrative decisions directly to the person responsible

- iv. Shares with colleagues current literature and research, helpful ideas, highlights of meetings attended
- v. Is prompt in providing support necessary to the completion of others tasks
- vi. Appreciates and draws upon the expertise of other administrators
- vii. Recognizes and contributes to organizational goals;
- g. Staff development and professional growth:
  - i. Assists with establishing clear performance expectations
  - ii. Assists staff members in setting and reaching goals
  - iii. Uses the evaluation program effectively, involves resource persons appropriately
  - iv. Observes in classrooms on a regular basis
  - v. Identifies areas of strength as well as areas of deficiency
  - vi. Encourages the professional growth of all staff.
- h. Professional knowledge:
  - i. Exhibits awareness of sound educational practice
  - ii. Shows alertness to new knowledge that might benefit students or staff
  - iii. Keeps current with educational literature and research
  - iv. Participates in professional organizations and activities.
- i. Student relations:
  - i. Maintains positive school climate
  - ii. Exhibits concern for individual pupils' welfare
  - iii. Encourages appropriate activities to help pupils develop self-discipline and leadership skills
  - iv. Effectively handles student disciplinary problems.
- j. Community relations:
  - i. Exhibits awareness of the main concerns of the school community
  - ii. Is sensitive to the educational goals and special needs of the community and its component groups
  - iii. Establishes avenues for dialog between school and community
  - iv. Is effective in interpreting school programs to the community.

## 5. Conditions of Employment

Except as may be otherwise established by the Board:

- a. Regular, dependable attendance is an essential function of the position.
- b. Work days shall include all week days as established in Assistant Principal contract exclusive of holidays and scheduled school vacations.
- c. Work hours during the school year shall be 8 1/2 hours per day minimum, which shall overlap with the regular school hours.
- d. Work hours during the summer shall be 8:30 - 3:30 minimum.
- e. Report to school on snow days if possible if requested by Superintendent.
- f. Professional leave and other leaves shall be arranged with the Principal in accordance with such reporting procedures which the Superintendent may establish.

See: Job Description for Assistant Principal - Regulation No. 2310A

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