

ADMINISTRATION: School Personnel

Assistant Principal

The school assistant principal shall:

- a. Assist the principal in defining the mission and communicating goals and expectations for the total school program
- b. Assist in creating a productive working climate by gaining the cooperation of staff and student body
- c. Communicate effectively with students, staff, administrative and supervisory personnel, parents, and community
- d. Coordinate and supervise student activities
- e. Provide for changes in schedules and programs to meet the needs of individual students
- f. Assist in the development, implementation, interpretation and evaluation of the curriculum
- g. Demonstrate educational leadership through attendance and participation in local school meetings
- h. Initiate and participate in intervisitation programs, county and regional professional meetings, and county workshops
- i. Serve on school evaluation teams
- j. Promote positive relations by attending and participating in community activities
- k. Assist the principal in the preparation and implementation of the school organization
- l. Assist the principal in the supervision and evaluation of school personnel
- m. Administer and coordinate school discipline and maintain necessary discipline records

- n. Provide leadership in emergency situations
- o. Serve as liaison in coordinating supportive services and other social agencies to help meet student and family needs
- p. Write reports relative to conferences, suspensions, court reports, etc.
- q. Assume responsibility for maintaining attendance procedures
- r. Engage in professional activities which contribute to leadership development
- s. Assist in determining and implementing school organization, student placement and evaluation, and services and programs that provide for the needs of children
- t. Assist in apprising the staff of current literature and research relative to the educational program
- u. Assist the principal with the responsibility for the business management functions of the local school finances such as budget preparation, maintaining sound accounting practices, authorizing expenditures, establishing methods of handling cash funds, local fund raising activities, and reporting expenditures to parents and students
- v. Perform other duties as required.

Rule
Approved: 6/14/73
Revised: 4/9/81
Revised: 6/13/91]

Superintendent of Schools