

THE ROLE OF THE ASSISTANT PRINCIPAL

Background

The assistant principal supports the principal in organizing and fostering a positive, safe environment that is conducive to best meeting the needs of all students, staff and parents. This includes responsibilities such as: leading, directing, counseling, and supervising a variety of personnel and programs; creating effective parent, teacher, and child communications; supporting, encouraging, mentoring; fostering teamwork between teachers and among staff and parents; and managing budget items. The assistant principal acts in the capacity of the principal during the principal's absence from the school.

The principal supervises the assistant principal, who supervises licensed teachers and support staff as assigned.

Procedures

Assists the principal in:

1. Daily classroom walk-throughs/instructional rounds;
2. Instructional Leader;
3. Meets the competencies as outlined in the Leadership Quality Standards;
4. Scheduling; implementation of goals and selection of instructional materials; analyzes test data; determines ways to improve instruction and student goals;
5. Supports the needs of diverse learners, delivery methods, assessment, and staff development techniques for improvement of instruction;
6. Under the supervision of the principal, assist with the development and management of the school budget;
7. Assist the principal with student orientation; counseling; discipline; data gathering; student recognition; and facilitate student services with outside agencies;
8. Student discipline;
9. Work with parents, teachers, and the community to promote positive relations;
10. Work with staff and students to promote building maintenance and cleanliness. Assists in supervision of custodial staff; create and implement safety and crisis response plans;
11. Work in collaboration with the principal and staff to supervise all school activities, i.e., field trips, orientation programs, assemblies, plays, musicals, and other special events;
12. Support substitute teachers in carrying out their duties;
13. Supervise administrative detention for students;

14. Contribute to a positive school climate and staff morale through recognition programs and honoring those who excel;
15. Promote school safety by implementing safety drills for fire, lockdown, etc.;
16. Support staff in the implantation of co-curricular activities, including athletics, athletic supervision and clubs;
17. Under the supervision of the principal assist with the evaluation of certificated and non-certificated staff;
18. Other duties as assigned by the principal.

References:

Approved: May 12, 2020