

Professional Staff Position (Job Description)

Job Title: Assistant Principal

Qualifications:

1. Bachelor's Degree
2. Meets all certification requirements

Reports To: Principal

Terms of
Employment: As needed

Job Goal: To assist the principal with administrative work necessary in the operation of the school.

Performance Responsibilities:

1. To ensure the safe and orderly running of the school.
2. To handle student discipline.
3. To facilitate communication and to problem solve situations between parents, teachers, and students.
4. To plan and coordinate teacher/student programs and activities during the school day.
5. Assistant principal duties do not include teacher evaluation, as per PTSB and WDE Rules and Regulations.

Evaluation: Performance of this position will be evaluated annually in accordance with the provision of the Board policy.

Adopted: February 21, 2002