

ASSISTANT PRINCIPAL

QUALIFICATIONS:

Credential authorizing administrative services
Previous administrative experience
Previous teaching experience (5 years)
Bilingual Preferred (Spanish/English)

GENERAL DESCRIPTION:

The Assistant Principal will assist the Principal in the administration of the school and carry out such adjunct duties as assigned by the Principal.

MAJOR DUTIES:

1. Assume the duties of the Principal in his/her absence
2. Responsible for student discipline and promoting proper standards of behavior for all pupils.
3. Responsible for supervision of non-classroom activities such as lunch time, sports activities, and all extra curricular activities.
4. Prepare duty schedules.
5. Supervise and sponsor the organization and operation of student government/activities.
6. Assists in establishing and maintaining positive community relationships and school climate for students and staff.
7. Serves on parent, faculty, and student groups as requested.
8. Assists the Principal in the implementation of all Board policies and regulations.
9. Assists the Principal in the supervision of the schools' curricular program.
10. Prepares and submits official reports as requested.
11. Assists the Principal in planning for safe and efficient operation of the school plant.
12. Performs other duties as assigned by the Principal.

Board Approved: July 14, 1992