

Assistant Principals (Secondary)

The Assistant Principal, under the direction of the Principal, is responsible for delegating duties involving administrative and instructional functions of the school.

Specific Responsibilities

1. Assume the responsibility of the principalship in the absence of the principal.
2. Assist the faculty in maintaining discipline and report major infractions to the principal.
3. Provide professional leadership and growth among the faculty.
4. Assist in the organization, coordination, and supervision of extra-curricular activities.
5. Direct the custodial staff and be responsible for the cleanliness and maintenance of the building.
6. Assist the principal in providing instructional leadership and supervision.
7. Make recommendations to the principal for the improvements of the educational program, guidance services, and pupil activities.
8. Assist the principal in the preparation of annual reports.
9. Assist in the orientation of new teachers.
10. Perform other duties as assigned.

12/4/14