

ASSISTANT PRINCIPAL

Responsibilities

- Adheres to and enforces board policy, school guidelines, and administrative directives.
- Supports the overall school improvement process including teacher observation, modeling best practice, and analyzing student data.
Supports the implementation of Response to Intervention and monitors its continued implementation.
- Enforces guidelines to maintain proper discipline and conduct.
Assists in the development and administration of policies dealing with discipline, conduct, and attendance.
Communicates relevant policies and procedures with regard to student discipline, conduct, and attendance to students, staff, and parents.
- Assists the Principal with student expulsions.
Works with and assists faculty in the development of effective classroom discipline and organization.
- Maintains an effective and safe school environment.
- Prepares required reports and paperwork such as discipline reports, suspension reports, expulsion paperwork, discrimination complaints, parent communications, and other paperwork as assigned.
Assists in the selection and mentoring of staff.
- Supervises support services as assigned.
Works as a team member to meet the system-wide needs of the district.
- Assists in supervision of special events.
- Performs other duties as assigned by the Principal or District Administrator.