

## **2.8 -- DUTIES OF ASSISTANT PRINCIPALS**

The Assistant Principal shall assist the principal in the planning, management, operation, and evaluation of the educational program of the school to which he/she is assigned.

The Assistant Principal shall:

1. Assist the principal with scheduling of students.
2. Direct student attendance and be responsible for attendance reports.
3. Assist with the direction of all student activities.
4. Assist the principal with student discipline.
5. Assist with the maintenance of facilities through proper supervision of custodial staff.
6. Assist the principal in evaluation and supervision of certified and noncertified staff members.
7. Work with the teaching staff in reporting progress of students to parents.
8. Work with the coaches, band directors, etc., in scheduling events and obtaining necessary workers for the activities.
9. Perform other duties as may be assigned by the principal, Superintendent, or other central office administrators.

Adopted by Board of Education 6/9/87