

MONONA GROVE SCHOOL DISTRICT

Board Policy 232.1

ASSISTANT PRINCIPAL (Job Description)

Qualifications: (1) Must possess and maintain certification as established by state law and the Department of Public Instruction (DPI).
(2) Must meet any additional qualifications established by the district.

Reports To: Building Principal

Supervises: Professional and Support Staff as Assigned

Job Goal: To deal realistically and effectively with the day-to-day operations of the school and to implement innovative educational ideas and objectives and the district's and school's mission, goals and objectives through effective human relation, organizational and communication skills

Performance Responsibilities:

The essential responsibilities of an assistant principal are as follows.

A. Students and Parents/Guardians

An assistant principal shall:

1. Develop and implement student attendance procedures (e.g., attendance records and reports, truancy referrals) and orient new students who register after orientation day about the school's attendance policies and procedures.
2. Establish and review student discipline policies and administer or coordinate discipline as needed. He/she shall revise the student handbook as needed, keep records of disciplinary cases and confer with parents/guardians and local authorities as appropriate.
3. Provide, maintain and encourage parental involvement.
4. Monitor the supervision of student activities (e.g., Student Council, athletics, dances, plays, concerts). He/she shall coordinate student awards and honors and review overnight itineraries.
5. Coordinate school pictures and assemblies.
6. Administer student transportation (e.g., bus procedures and discipline).
7. Assist with the Student Assistance Program.
8. Maintain accident reports.

B. Administrative

An assistant principal shall:

1. Serve as a member of the Administrative Team.
2. Serve as the building administrator in the absence of the principal.
3. Coordinate the building's emergency plan.
4. Serve as an administrative member on various committees.
5. Assist with the budgetary process.
6. Gather research data and make reports as requested.
7. Implement school board policies and administrative rules and regulations.
8. Serve on individualized education program (IEP) teams and committees in the absence of the principal.

C. Staff

An assistant principal shall:

1. Participate in the recruitment and hiring of personnel.
2. Administer substitute teacher policies and procedures. He/she shall maintain a current list of substitute teachers, coordinate the use of substitutes as needed, assign staff for emergency assignments as needed, orient new substitutes to school procedures and coordinate the availability of teacher lesson plans, class lists and substitute folders.
3. Assign and coordinate lunch, study hall and hallway supervisions.
4. Supervise and evaluate professional and support personnel as assigned.
5. Assist in professional staff development programs.
6. Serve as a resource person in identifying and solving classroom problems.
7. Orient new staff to school procedures.
8. With the principal, revise the faculty handbook as needed.
9. Assign faculty to supervise student activities (as needed).

D. Curriculum

An assistant principal shall:

1. Be knowledgeable about the broad goals and objectives of specific curricula.
2. Serve on curriculum committees as deemed appropriate.
3. Coordinate the articulation of curriculum with the instructional teams.
4. Supervise and evaluate curriculum.
5. Serve on curriculum evaluation teams when possible.

E. Community

An assistant principal shall:

1. Participate in community-related activities.
2. Serve as a liaison between the school and community.
3. Interpret and promote school programs and activities to the public.
4. Coordinate and encourage positive school involvement.

F. Personal and Professional Development

An assistant principal shall:

1. Be an active member in professional educational organizations.
2. Continue developing his/her education through post-graduate classes, professional seminars, workshops and conferences.

G. Other

An assistant principal shall:

1. Work with guidance counselors, social workers and psychologists on referrals.
2. Perform other related duties as directed by the building principal, Superintendent or Board or prescribed by state law.

*This job description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of an assistant principal. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Terms of Employment:

Salary and fringe benefits shall be determined annually by the Board.

LEGAL REFERENCES: Sections 118.24 Wisconsin Statutes
121.02(1)(a)
PI 3, Wisconsin Administrative Code

CROSS REFERENCES: Board Policy 222, Administrative Contracts
Board Policy 224.1, Administrative Staff Evaluations

BOARD APPROVAL: November 14, 2001