

## **Assistant Principals (Elementary)**

The Assistant Principal, under 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. Assist the principal in providing instructional leadership, supervision, and evaluation of staff.
6. Make recommendations to the principal for the improvements of the educational program, guidance services, and pupil activities.
7. Assist the principal in the preparation of annual reports.
8. Assist in the orientation of new teachers.
9. Serve as the 504 Coordinator of the building.
10. Facilitate parent involvement.
11. Perform other duties as assigned.

**12/2/14**