

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Assistant Principal/Assistant Principal in Charge of Activities

Section Title: Job Description

Sub-Section No. 306.2a

Page 1 of 1

This position will be directly responsible to the principal who serves as the building administrator. The general function of the position shall be to plan for and to control, supervise, and direct their school in accordance with the philosophy, policy, mission, goals, objectives and programs as authorized by the Board of Trustees.

The assistant principal / assistant principal in charge of activities shall have the following responsibilities:

1. Serve as principal in the absence of the regular principal.
2. Assist the principal in the overall administration of the school.
3. Perform such tasks and assumes such responsibilities as the building principal may assign.

The assistant principal / assistant principal in charge of activities shall be supervised and evaluated based on his/her performance in the following general areas:

1. Staff communication and development
2. Curriculum, instruction and programs
3. Staff supervision
4. Students, parents and community
5. Board of Trustees and Central Office staff
6. Business affairs
7. Building and grounds
8. Personal and professional qualities

For further clarification of assistant principal job responsibilities, see policy 306.4b.

Adopted: 2/9/04

Reviewed: 2007, 2021